

**City of Swartz Creek  
AGENDA**

**Regular Council Meeting, Monday, June 10, 2024, 7:00 P.M.  
Paul D. Bueche Municipal Building, 8083 Civic Drive Swartz Creek, Michigan 48473  
**THIS WILL BE A HYBRID MEETING, WITH IN PERSON ATTENDANCE BY COUNCIL MEMBERS.****

- 1. **CALL TO ORDER:**
- 2. **INVOCATION & PLEDGE OF ALLEGIANCE:**
- 3. **ROLL CALL:**
- 4. **MOTION TO APPROVE MINUTES:**
  - 4A. Council Meeting of May 28, 2024 MOTION Pg. 27
- 5. **APPROVE AGENDA:**
  - 5A. Proposed / Amended Agenda MOTION Pg. 1
- 6. **REPORTS & COMMUNICATIONS:**
  - 6A. City Manager's Report MOTION Pg. 8
  - 6B. Staff Reports & Meeting Minutes Pg. 37
  - 6C. Category B Road Funding Request Pg. 55
  - 6D. MEDC Grant Agreement (Wayfinding) Pg. 66
  - 6E. STC Bulletin on Board of Review Duties Pg. 75
  - 6F. Genesee County Fallen Police & Firefighter Memorial Dedication Pg. 81
  - 6G. The Municipal Magazine Excerpt Pg. 83
  - 6H. Eagle Scout Bike Rack Donation Forthcoming
- 7. **MEETING OPENED TO THE PUBLIC:**
  - 7A. General Public Comments
- 8. **COUNCIL BUSINESS:**
  - 8A. Category B Grant Request Approval RESO Pg. 23
  - 8B. MEDC Grant Acceptance RESO Pg. 24
  - 8C. Appointments RESO Pg. 25
  - 8D. Eagle Scout Bike Rack Donation Approval RESO Pg. 26
- 9. **MEETING OPENED TO THE PUBLIC:**
- 10. **REMARKS BY COUNCILMEMBERS:**
- 11. **ADJOURNMENT:** MOTION Pg. 26

**Next Month Calendar** (Public Welcome at All Meetings)

Downtown Development Authority:	Thursday, June 13, 2024, 6:00 p.m., PDBMB
Fire Board:	Monday, June 17, 2024, 6:00 p.m., Station #1
Park Board:	Tuesday, June 18, 2024, 5:30 p.m. PDBMB
Zoning Board of Appeals:	Wednesday, June 19, 2024, 6:00 p.m., PDBMB
City Council:	Monday, June 24, 2024, 7:00 p.m., PDBMB
Metro Police Board:	Wednesday, June 26, 2024, 11:00 a.m., Metro HQ
Planning Commission:	Tuesday, July 2, 2024, 7:00 p.m., PDBMB
City Council	Monday, July 8, 2024, 7:00 p.m., PDBMB

## **City of Swartz Creek Mission Statement**

The City shall provide a full range of public services in a professional and competent manner, assuring that the needs of our constituents are met in an effective and fiscally responsible manner, thus promoting a high standard of community life.

## **City of Swartz Creek Values**

The City of Swartz Creek's Mission Statement is guided by a set of values which serve as a common operating basis for all City employees. These values provide a common understanding of responsibilities and expectations that enable the City to achieve its overall mission. The City's values are as follows:

### ***Honesty, Integrity and Fairness***

The City expects and values trust, openness, honesty and integrity in the words and actions of its employees. All employees, officials, and elected officials are expected to interact with each other openly and honestly and display ethical behavior while performing his/her job responsibilities. Administrators and department heads shall develop and cultivate a work environment in which employees feel valued and recognize that each individual is an integral component in accomplishing the mission of the City.

### ***Fiscal Responsibility***

Budget awareness is to be exercised on a continual basis. All employees are expected to be conscientious of and adhere to mandated budgets and spending plans.

### ***Public Service***

The goal of the City is to serve the public. This responsibility includes providing a wide range of services to the community in a timely and cost-effective manner.

### ***Embrace Employee Diversity and Employee Contribution, Development and Safety***

The City is an equal opportunity employer and encourages diversity in its work force, recognizing that each employee has unlimited potential to become a productive member of the City's team. Each employee will be treated with the level of respect that will allow that individual to achieve his/her full potential as a contributing member of the City staff. The City also strives to provide a safe and secure work environment that enables employees to function at his/her peak performance level. Professional growth opportunities, as well as teamwork, are promoted through the sharing of ideas and resources. Employees are recognized for his/her dedication and commitment to excellence.

### ***Expect Excellence***

The City values and expects excellence from all employees. Just "doing the job" is not enough; rather, it is expected that employees will consistently search for more effective ways of meeting the City's goals.

### ***Respect the Dignity of Others***

Employees shall be professional and show respect to each other and to the public.

### ***Promote Protective Thinking and Innovative Suggestions***

Employees shall take the responsibility to look for and advocate new ways of continuously improving the services offered by the City. It is expected that employees will perform to the best of his/her abilities and shall be responsible for his/her behavior and for fulfilling the professional commitments they make. Administrators and department heads shall encourage proactive thinking and embrace innovative suggestions from employees.

**CITY OF SWARTZ CREEK  
VIRTUAL REGULAR CITY COUNCIL MEETING ACCESS INSTRUCTIONS  
MONDAY, June 10, 2024, 7:00 P.M.**

The regular meeting of the City of Swartz Creek city council is scheduled for **June 10, 2024** starting at 7:00 p.m. and will be conducted in hybrid form. The meeting will be available virtually (online and/or by phone). Council members and staff must attend in-person. The general public may attend in-person or virtually.

To comply with the **Americans with Disabilities Act (ADA)**, any citizen requesting accommodation to attend this meeting, and/or to obtain the notice in alternate formats, please contact Renee Kraft, 810-429-2766, 48 hours prior to meeting,

**Zoom Instructions for Participants**

**To join the conference by phone:**

1. On your phone, dial the teleconferencing number provided below.
2. Enter the **Meeting ID** number (also provided below) when prompted using your touch-tone (DTMF) keypad.

**Before a videoconference:**

1. You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. Details, phone numbers, and links to videoconference or conference call is provided below. The details include a link to “**Join via computer**” as well as phone numbers for a conference call option. It will also include the 9-digit Meeting ID.

**To join the videoconference:**

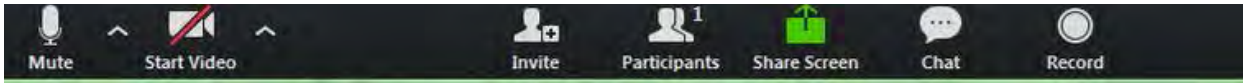
1. At the start time of your meeting, enter the link to join via computer. You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

You may also join a meeting without the link by going to [join.zoom.us](https://join.zoom.us) on any browser and entering the Meeting ID provided below.

If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided below.
2. Enter the **Meeting ID number** (also provided below) when prompted using your touchtone (DMTF) keypad.
3. If you have already joined the meeting via computer, you will have the option to enter your participant ID to be associated with your computer.

**Participant controls in the lower left corner of the Zoom screen:**



Using the icons in the lower left corner of the Zoom screen you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera (“Start/Stop Video”)
- Invite other participants
- View participant list-opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand during Call to the Public
- Change your screen name that is seen in the participant list and video window
- Share your screen

Somewhere (usually upper right corner on your computer screen) on your Zoom screen you will also see a choice to toggle between “speaker” and “gallery” view. “Speaker view” show the active speaker.

**Renee Kraft is inviting you to a scheduled Zoom meeting.**

**Topic: Swartz Creek City Council Meeting**

**Time: June 10, 2024 at 7:00 PM Eastern Time (US and Canada)**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/83096401128>

**Meeting ID: 830 9640 1128**

**One tap mobile**

**+13017158592,,83096401128# US (Washington DC)**

**+13126266799,,83096401128# US (Chicago)**

**Dial by your location**

**+1 301 715 8592 US (Washington DC)**

**+1 312 626 6799 US (Chicago)**

**+1 929 205 6099 US (New York)**

**+1 253 215 8782 US (Tacoma)**

**+1 346 248 7799 US (Houston)**

**+1 669 900 6833 US (San Jose)**

**Meeting ID: 830 9640 1128**

**Find your local number: <https://us02web.zoom.us/j/kz4Jb4etg>**

**If you have any further questions or concerns, please contact 810-429-2766 or email [rkraft@cityofswartzcreek.org](mailto:rkraft@cityofswartzcreek.org).**

**A copy of this notice will be posted at City Hall, 8083 Civic Drive, Swartz Creek, Michigan.**

## **CITY OF SWARTZ CREEK VIRTUAL (ELECTRONIC) MEETING RULES AND PROCEDURES**

In order to conduct an effective, open, accessible, and professional meeting, the following protocols shall apply. These protocols are derived from the standard practices of Swartz Creek public meetings, Roberts Rules of Order, the City Council General Operating Procedures, and other public board & commission procedures. These procedures are adopted to govern participation by staff, councilpersons and members of the public in all City meetings held electronically pursuant to PA 228 of 2020. Note that these protocols do not replace or eliminate established procedures or practices. Their purpose is to augment standing expectations so that practices can be adapted to a virtual meeting format.

The following shall apply to virtual meetings of the city's public bodies that are held in accordance with the Open Meetings Act.

1. Meetings of the City Council, Planning Commission, Zoning Board of Appeals, Downtown Development Authority, Park Board, or committees thereunder may meet electronically or permit electronic participation in such meetings insofar as (1) the Michigan Department of Health and Human Services restricts the number of persons who can gather indoors due to the COVID-19 pandemic; (2) there is in place a statewide or local state of emergency or state of disaster declared pursuant to law or charter by the governor or other person authorized to declare a state of emergency or disaster.
2. All meetings held hereunder must provide for two-way communication so that members of the public body can hear and respond to members of the general public, and vice versa.
3. Members of the public body who participate remotely must announce at the outset of the meeting that he/she is in fact attending the meeting remotely and by further identifying the specific physical location (by county, township, village and state) where he/she is located. The meeting minutes must include this information.
4. Notice of any meeting held electronically must be posted at the City Offices at least 18 hours before the meeting begins and must clearly explain the following:
  - (a) why the public body is meeting electronically;
  - (b) how members of the public may participate in the meeting electronically, including the specific telephone number, internet address or similar log-in information needed to participate in the meeting;
  - (c) how members of the public may contact members of the public body to provide input or ask questions on any business that will come before the public body at the meeting;
  - (d) how persons with disabilities may participate in the meeting.
5. The notice identified above must also be posted on the City's website homepage or on a separate webpage dedicated to public notices for non-regularly scheduled or electronic

public meetings that is accessible through a prominent and conspicuous link on the website's homepage that clearly describes the meeting's purpose.

6. The City must also post on the City website an agenda of the meeting at least 2 hours before the meeting begins.
7. Members of the public may offer comment only when the Chair recognizes them and under rules established by the City.
8. Members of the public who participate in a meeting held electronically may be excluded from participation in a closed session that is convened and held in compliance with the Open Meetings Act.

## **MAINTAINING ORDER**

Public body members and all individuals participating shall preserve order and shall do nothing to interrupt or delay the proceedings of public body.

All speakers shall identify themselves prior to each comment that follows another speaker, and they shall also indicate termination of their comment. For example, "Adam Zettel speaking. There were no new water main breaks to report last month. That is all."

Any participants found to disrupt a meeting shall be promptly removed by the city clerk or by order of the Mayor. Profanity in visual or auditory form is prohibited.

The public body members, participating staff, and recognized staff/consultants/presenters shall be the only participants not muted by default. All other members must request to speak by raising their digital hand on the virtual application or by dialing \*9 on their phone, if applicable.

## **MOTIONS & RESOLUTIONS**

All Motions and Resolutions, whenever possible, shall be pre-written and in the positive, meaning yes is approved and no is defeated. All motions shall require support. A public body member who reads/moves for a motion may oppose, argue against or vote no on the motion.

## **PUBLIC ADDRESS OF COUNCIL**

The public shall be allowed to address a public body under the following conditions:

1. Each person who wishes to address the public body will be first recognized by the Mayor or Chair and requested to state his / her name and address. This applies to staff, petitioners, consultants, and similar participants.
2. Individuals shall seek to be recognized by raising their digital hand as appropriate on the digital application.
3. Petitioners are encouraged to appropriately identify their digital presence so they can be easily recognized during business. If you intend to call in only, please notify the clerk in advance of your phone number.

4. The city clerk shall unmute participants and the members of the public based upon the direction of the mayor or chair. Participants not recognized for this purpose shall be muted by default, including staff, petitioners, and consultants.
5. Individuals shall be allowed five (5) minutes to address the public body, unless special permission is otherwise requested and granted by the Mayor or Chair.
6. There shall be no questioning of speakers by the audience; however, the public body, upon recognition of the Mayor or Chair, may question the speaker.
7. No one shall be allowed to address the public body more than once unless special permission is requested, and granted by the Mayor or Chair.
8. One spokesperson for a group attending together will be allowed five (5) minutes to address the public body unless special permission has been requested and granted by the Mayor or Chair.
9. Those addressing the public body shall refrain from being repetitive of information already presented.
10. All comments and / or questions shall be directed to and through the Mayor or Chair.
11. Public comments (those not on the agenda as speakers, petitioners, staff, and consultants) are reserved for the two "Public Comment" sections of the agenda and public hearings.

## **VOTING RECORD OF PUBLIC BODIES**

All motions, ordinances, and resolutions shall be taken by "YES" and "NO" voice vote and the vote of each member entered upon the journal.

**City of Swartz Creek  
CITY MANAGER'S REPORT**

**Regular Council Meeting of Monday, June 10, 2024 - 7:00 P.M.**

**TO: Honorable Mayor, Mayor Pro-Tem & Council Members**

**FROM: Adam Zettel, City Manager**

**DATE: June 5, 2024**

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**ROUTINE BUSINESS – REVISITED ISSUES / PROJECTS**

- ✓ **MICHIGAN TAX TRIBUNAL APPEALS** *(No Change of Status)*  
There were no appeals for 2023. Tax day of December 31, 2023 will set the table for assessment notification distribution in February, with appeals in March or thereafter (for commercial). We typically have an understanding of the commercial appeal potential by May or June.

- ✓ **STREETS** *(See Individual Category)*

- ✓ **2020-2023 TRAFFIC IMPROVEMENT PROGRAM (TIP)** *(Update)*

The Miller Road rehabilitation is complete, with the exception of bike lane markings.

There are no further TIP projects planned for the current three-year cycle.

The 2026-2029 TIP cycle is going to be open to applications this fall. We will be learning more about available funds, special conditions, and expectations of applications in late summer. Tentatively, I recommend we include the asphalt sections of Miller Road, Dye to Morrish. This section has a decent base, but the surface will begin to deteriorate quickly based upon the expected life cycle of the rehabilitation. While Elms and Bristol may be showing more stress, the scale of Miller Road, combined with its volume, width, and functional classification make this a good candidate for optimization of federal funds.

- ✓ **STREET PROJECT UPDATES** *(Update)*

*This is a standing section of the report on the status of streets as it relates to our dedicated levy, 20-year plan, ongoing projects, state funding, and committee work. Information from previous reports can be found in prior city council packets.*

Council approved the extension of existing unit pricing for three additional street sections (note that these prices were updated by a May 9 supplement that was distributed at the meeting).

The sections are:

1. Maple (Crapo to end)	\$36,032.25
2. School (Ingalls to end)	\$38,426.00
3. Raubinger (Miller to bridge)	\$27,781.25
Total	\$102,239.50 estimated = +\$1,500 additional mobilization



Note that Elms is included in the estimate, but this section was more advantageous to have completed by the Genesee County Road Commission. In addition, there may be enough to extend the School Street repair north to butt up with the most recent repair North of Ingalls. We are also exploring rehabilitation of a small stretch on Morrish (a major street) south of Miller.

If affordable and prudent, small sections may be added to this scope, provided we are able to move the street plan forward at competitive prices. Once such addition is the extension of the School Street repairs to align with the most recent repair on the north end.

Road striping is underway. We expect the line striping city-wide, with the potential exception of Seymour (due to construction). We also will be getting special markings for the Miller Road bike lanes, stop bars, and crosswalks. Railroad striping has been completed.

Concerning the special lane stencils for speed (e.g. 25 MPH), we expect to have markings throughout downtown and on Seymour Road. Ingalls Street has also been approved for marking.

The Genesee County Road Commission is set to rehabilitate a small section of Elms, north of the bridge. I do not have a schedule yet.

In addition, we have ordered engineering services for Don Shenk Street reconstruction, as well as Cappy Lane and water main work. Note that Don Shenk does not require watermain replacement, and part of Cappy Lane is also of newer street and water main. We should have enough funds to complete this project in the 2025 construction season. If not, I will recommend use of major street fund dollars for Cappy Lane and/or short term internal borrowing.

Rob has some specifications and budget pricing together for seal coating overlays (FOG seal) for select streets that are in need of preservation but are not yet in need of a mill and resurfacing. We are looking to bid some local streets for this treatment and bring the results to the council. We may target a neighborhood like Otterburn or Heritage to ascertain the effectiveness of this treatment.

Street reconstruction for Winchester Village is moving forward, with project completion by the end of summer likely. This is making life very busy and inconvenient for residents in Winchester Village. We have been updating those impacted with direct mailings, door hangers, and electronic communications. Related to this project, the contractor is claiming that there is an issue with the subbase in areas of the village, and they indicate that they will likely file a claim for additional compensation to manage this. Our engineer does not see any validity to this. We will meet on the matter on June 7<sup>th</sup>, and I will report findings to the city council.

Street rehabilitation with limited drainage in Winchester Woods is nearly complete! Paving has occurred for all areas except a section of Young Drive. This section was

postponed pending potential drive/ditch work. It will be paved when the contractor mobilizes to tackle the other approved local street sections.

Note that we have added some work to this in the field, resulting in a few more ditches and culverts being graded and/or upsized. I expect this to be about \$40,000 in additional work that will help improve the current situation for many and improve the future situation for all. The idea is to set the more downstream drains at the proper elevation and size to accommodate any future improvements upstream.

Concerning the Morrish overpass, the county is going to work on the existing drain structures that are deficient. We will use our DPW to keep the guardrails and slopes in the best condition possible with our resources. A larger investment by MDOT at some future point will be required.

✓ **WATER – SEWER ISSUES PENDING** *(See Individual Category)*

✓ **SEWER REHABILITATION PROGRAM** *(Update)*

The first three miles of cleaning and inspections (two sections of Miller, Dye, and all of Elms) are approved. Work commenced, starting on Miller Road, on June 4<sup>th</sup>. I am not sure what their pace will be, but I do not expect them to be in town for more than three weeks.

This effort is part of a program to clean and inspect the entire sewer system approximately every eight years. We believe this is a prudent time frame until we can assess all lines at least once. Note that Genesee County was on a seven-year schedule, but after an experience study, they moved to a ten-year schedule. Further note that some segments (e.g. Miller and Elms) will be done more frequently due to known build-up issues.

This program will ensure proper flow of the system, but it cannot ensure elimination of all blockages. Televising of the lines will be conducted with inspection of manholes. This will provide the city with information to plan future lining, excavation, or manhole rehabilitation projects, if any. As noted previously, we believe we have addressed most, if not all, of the high-risk clay lines. The cleaning and inspection program will determine if any of the newer clay lines (1970s era) require work. With this information we can create a revised asset management plan.

✓ **WATER MAIN REPLACEMENT - USDA** *(Update)*

All water main work is substantially complete. There is some obvious restoration to do, which will take USDA closeout into winter, but for all intents and purposes, the water main is in and we are done with this phase of USDA work.

✓ **WATER/SEWER SYSTEM MISCELLANEOUS** *(Update)*

See prior reports (May 28, 2024) for updates on PFAS and water affordability.

Work is underway on a new section of water main that will connect Elms/Maple to Hill, and on to Morrish. This will provide some additional redundancy for the system. Water main will be installed on Elms, between Maple and the city limits in the near future. Connection down Hill to Seymour is expected next year. These two connections will greatly increase reliability in the city, especially on our extreme west end, where we

have a pronounced need for a second feed from either Clayton or Gaines. As a side note, this could encourage some new development south of the city, which is common to experience when utilities are extended during strong economic periods.

✓ **HERITAGE VACANT LOTS** (*No Change of Status*)

Another privately owned lot is having a new home built.

The city also has two more lots that were acquired through the tax reversion process. There is interest by the builder to proceed with acquisition and construction. In addition, the association manager reached out about permitted designs and builders for the subdivision. There could be renewed interest in some building. This would finally clear us of the subdivision and put the association in a better position to build membership and dues for their operations.

Though the city cannot retain funds in addition to expenses for these lots, we are still expected to sell them at market value. Listings in Heritage for vacant units are \$10,000-\$12,000, and none of them are moving. I propose a price of \$10,000 for each lot. If there is no objection, I will bring this back to the council for the first step of the sale process.

✓ **NEWSLETTER** (*No Change of Status*)

The spring newsletter is in the mail. Let me know what you think.

✓ **CONSTRUCTION & DEVELOPMENT UPDATE** (*See Individual Category*)

This will be a standing section of the report that provides a consolidated list for a brief status on public and private construction/developmental projects in the city.

1. The **two out-buildings on the raceway grounds are down** and the impacted areas are cleared. Prices are now in for the main building demolition, as well as the remaining out buildings. The owner intends to have the site razed for future use in 2024. The site is not formally for sale, nor is there a concept plan for reuse. I contacted the owner on May 15 and encouraged him to market the site, with the understanding that 'mega site' acreage is selling for \$30,000/acre.
2. The **reuse of Mary Crapo is becoming a reality**. The school has approved phase one of a varsity baseball field. They are including plans for a partnership that may allow the DDA to pursue seasonal skating and/or public art. It appears this is still part of the plan with two pickleball courts that can double as skating in the winter.
3. **Street repair in 2024** is moving forward. All projects are underway and are trending towards completion prior to school returning to session in the fall. In addition, we have ordered repair by the GCRC of a small section of Elms. School, Maple, and Raubinger are due for repairs. There is also potential to apply a FOG seal to select streets.
4. The **Brewer Condo Project** first tri-plex is complete and all units are sold. The building is seeking to revisit future phases to correct for the lack of a ground floor master bedroom. He believes they can redesign the layout to accommodate this need, which might result in the future phases being multi-story duplexes. I indicated that this may be the best path forward. A site plan revision would be necessary.
5. The current phase of **Springbrook East is about to complete construction**. We created a punch list for the infrastructure improvements. Once complete, the plan is for the city to approve a formal street dedication soon (these streets are public).

CE lighting has been approved. **There was a sale of this project's future phases and real estate.** It appears JW Morgan and another partner are in control of future phases.

6. The **southwest corner of Elms & Miller** is seeing some increased activity. We met with the owner and an architect on some preliminary plans. I expect to have a site plan in 30 days. The demolition is complete.
7. **Park projects** currently includes an active grant application for Otterburn, pavilion repairs at Elms and application of more asphalt millings to all parking areas. The park board recommends interpretive signs, bike racks, and benches for the coming year. Pickleball courts are now in at Elms Park. We are working with Metro PD to install a FLOCK camera at Elms Park as well.
8. **New Businesses.** Financing for the Book Nook appears to have been approved. We have two or three downtown businesses asking about the façade program.
9. **(Update) Mundy Megasite/Costco.** The Michigan Strategic Fund has allocated \$250,000,000 to this site, primarily for land acquisition. Concerning the MEGA site, acquisition of some properties that are under contract has occurred. This makes the prospect of something happening here much more real, even if it is on a smaller scale. Note that there is still no movement on street infrastructure strategies or investment. We are told that no improvements will be implemented without a user. Costco has commenced work for their new location off Hill Road by US 23.
10. **(Update) Holland Square** has plans and a preliminary cost for improvement of a market-style shelter. A steering committee has met and is working towards a final product, with results by fall. Currently, the architect and builder are revising plans.
11. **Wayfinding** is another project that the DDA is pursuing. It has funding support of \$20,000 from the state and \$20,000 from the DDA. A steering committee has been established for this as well. It appears the consultants can commence work on this in June.
12. The DDA is considering a **Social District.** With the potential for another tavern coming, the city has the ability to designate a commons area in the community. This was discussed by the DDA on April 11<sup>th</sup>. There was no desire to proceed at this point.
13. The **small business hub** is active. The dedicated staff member, Stephanie Norman, has moved on. We are awaiting a new permanent member and what their office hours will be.

✓ **REDEVELOPMENT READY COMMUNITIES (Update)**

We have submitted most of the items required for renewal of the MEDC. This is due in the fall, and I do not see any issues maintaining standards. There is one item that is likely to require city council approval and that is the marketing plan. Samantha is working on amending our current plan to account for new tasks and completed tasks. This is not something that requires a high degree of scrutiny by various boards, as it did when we first engaged as an RRC community.

The wayfinding program (see below) is mostly funded through this program. Thanks MEDC!

The Methodist Church project is being marketed, and Samantha has some new retail targeting lead software that should help. As of writing, there do not appear to be any active leads.

There are not any active downtown property initiatives at the moment.

The DDA is also taking the lead on Holland Square, which is a candidate for a future crowdfunding program. Please see the dedicated section below.

✓ **TAX REVERTED PROPERTY USE** *(No Change of Status)*

Concerning previously acquired property, the Wade Street property that the city acquired on the corner of Second Street is in the flood plain. J.W. Morgan was looking at it, but they have their hands full elsewhere, and this is a marginal site. I think we should consider looking to sell the property to a neighbor or having a home built ourselves. For the later option, I suspect we will not get our money back in the sale. However, we can take a tax exempt property with annual maintenance costs and put it on the tax rolls. Doing so would provide over \$1,000 a year to our respective local levies & assessments...forever.

The site has been cleared of personal property as requested.

✓ **CDBG** *(Update)*

We are working with one interested contractor to secure quotes for a partial solution. The idea at this time is to connect the trail to the nearest driveways on the east sides of McLain and School. We simply do not think we can get the interest from contractors to complete the project as scoped using CDBG funds. There are too many issues with the need for subcontractors to perform tree removal, grading, and related work. If this is agreeable to the GCMPC, we should be able to have council consider a quote on June 24. The previous report follows.

Concerning the current cycle, we have been soliciting quotes for sidewalk on the dead ends of McLain and School Streets. Bids were due March 7<sup>th</sup> but we've received no bids. We sent the notice and/or specifications to no fewer than eight contractors, in addition to a posting. We did receive some calls from contractors regarding the CDBG requirements, which are significant. I suspect they were unwilling to adhere to standards.

I do not want to lose the funds, but we may not have options. "Recapture" of funds by the county is very common because communities find it difficult to spend the dollars. In the future, we will need to select projects that only require acquisition or sole-source construction, such as the street lighting project approved for the next cycle. As of writing, we have no interest. I will contact the county about potentially transferring these funds to the senior center unless council wishes to try for an extension and rebid the work.

The full applications for the next cycle (2025-2027) have been submitted. This includes senior services and downtown decorative lighting.

✓ **DISC GOLF** *(Update)*

Shattered Chains held another volunteering event during the weekend of Hometown Days. They had some equipment donated for temporary use, so they were able to clear drains, add culverts, and tackle other grading issues. They are also in the final phases of getting tee pads installed and fairways mowed!

✓ **PAVILION COMMITMENT/GRANTS** *(No Change of Status)*

We have great news! We met with the other communities that are receiving federal funding through Kildee's office, as well as the Genesee County Metropolitan Planning Commission, and Genesee County Parks. After discussion, it was agreed to split the \$850,000 evenly, making our share \$283,333.33. This is great news and feeds into our other grant application!

Our grant writer has submitted another application for Otterburn Park. See the March 11, 2024 packet for details. The project now includes a pavilion, restrooms, a path, bike station, gates, sign, and ADA parking. The estimated total cost is \$600,000. This concept includes all original work items, excluding the disc golf and sledding hill (now complete), as well as a secondary pavilion on the far north of the site, which is not affordable.

✓ **SPEEDING AND TRAFFIC CONTROL** *(Update)*

We are going to mark Ingalls with the new scheme as soon as possible. We are also awaiting the "25 MPH" and "30 MPH" stencils for various locations across the city. Combined with our other efforts, we expect this will help create more awareness and help to reduce speeds.

✓ **FIBER INSTALLATION** *(No Change of Status)*

Fiber installation continues across the city. We have been working with Verizon on some issues related to restoration. In doing so, we have found a good contact that has been very responsive to specific issues with the fiber installation, older assets of Verizon, and general quality control. This service will provide the community with valuable high-speed service, as well as the potential for enhanced 5G.

✓ **SOLAR SYSTEM MODEL** *(Update)*

We reached our fundraising goal! The solar model should be installed by fall! We met with the sign contractor on June 3 to consider final design and ordering of the signs. See the April 8, 2024 council packet for more details.

✓ **CROSS CONNECTION SHUT OFFS** *(No Change of Status)*

Much progress has been made since the residential cross connection inspection program inception. However, a number of homes have not had the opportunity to comply, and some are still hesitant to comply. We have renewed the program for another two years and hope to get through most of the units by the end. Some will likely not comply without a turn off, but that is a last resort.

As previously noted, we have postponed imminent shut-offs and the related hearings before the city council. I have concerns that there are not enough inspection slots for all outstanding inspections to sign up, making the process impossible to complete for all users. We are going to consider the matter in the coming months to come up with a long term strategy that is predictable, fair, and productive as it relates to getting compliance with the residential cross connection inspections.

This is not something we wish to be pursuing, but the expectations for cross connection are objective and reasonable.

✓ **SENIOR CENTER ARPA WINDFALL** *(No Change of Status)*

The senior center is attempting to use their \$100,000 ARPA allocation for a garage. However, we just learned that federal requirements, such as prevailing wages, will apply to this project. This has effectively closed the door on a garage. They are looking to price out various durable materials or equipment purchases that do not require federal bid specifications for labor.

This project will likely require an agreement with the city and the county in order to have funds leveraged for the senior center. See the March 11, 2024 report for more details on this award and process.

✓ **SUPPLEMENTAL FINANCIAL SERVICES** *(Update)*

I met with Kim on June 6<sup>th</sup>. We are preparing a three-month agreement for consideration on June 24<sup>th</sup>. The reason that we are only going out for three months instead of one year is so that we have adaptability and flexibility with terms. With duties currently transitioning in the office, including payroll and accounts payable, we agreed that we should revisit what the long-term needs for this service will be after the audit and after staff have had more time to adapt to the new functions. Our plan is to employ Kim's services for an indefinite duration of service, not unlike our assessing services.

Kim plans to have year-end budget adjustments before council on June 24<sup>th</sup> as well.

✓ **WAYFINDING PROJECT** *(Business Item)*

The wayfinding agreement has been executed by the DDA, and a preliminary meeting with the consultant is expected in two weeks. In the meantime, the grant that Samantha has been working on to support this has come through. While the DDA is providing funds to support the contracted services, the city is the Redevelopment Ready Community, as recognized by the MEDC. This means that the grant agreement must be with the city instead of the DDA.

I am including a copy of the grant agreement, and we have been liaising with the MEDC to ensure the professional service agreement and relationship with the DDA meets their expectations. If agreeable, I recommend the council approve the grant agreement and the transfer of funds to the DDA (to reimburse DDA expenses related to the project scope). The previous report follows.

The DDA, in accordance with their planning documents, is pursuing a wayfinding and branding sign plan for the entire city. The city council formed a steering committee to proceed with engaging in professional services to plan a complete wayfinding sign scheme. The consultant should be available in June to kick things off. Any installations are likely to be phased in over many years and include DDA and city general funds.

The city council will still have final say in any signs purchased and installed on city property or in the right of way.

✓ **SOCIAL DISTRICT** *(No Change of Status)*

The DDA had a discussion about the potential for a social district in the downtown area. There is some potential for this to have a positive impact by attracting events and visitors to encourage commerce and desirable activities in the community. There is also the potential for this to generate undesirable nonsense, bad behavior, litter, etc. The DDA did



not act on this. They intend to independently consider how a district might impact the community, be received by the residents, and support businesses. See the April 8, 2024 packet for more details.

✓ **GROUND MOUNTED SOLAR EQUIPMENT MORATORIUM** *(No Change of Status)*

The moratorium on ground mounted solar equipment will be effective on May 2<sup>nd</sup>. This will provide the city with 180 days to draft an ordinance to accommodate such primary and accessory uses in the city. Much of the impetus for this comes from pending state legislation that will eliminate local control over large scale solar farms. See the April 8 city council packet for more details.

✓ **WATER TOWER LEASE AGREEMENT** *(No Change of Status)*

As most in the community are aware, Verizon appears to be having wireless connectivity issues in the west side of town, from about the High School to Winchester Woods. This problem was so bad for us, that we switched carriers. Verizon has been working on a solution for a couple years, including the search for space south of town for a new tower.

They have approached the city to use the water tower. I think this is a win-win. Using the city tower will greatly improve service to the community, while providing some financial resources to the city. Since the tower is used by two wireless providers currently, this request will be treated as a colocation. This means that the city will be responsible for approving the site plan at the planning commission level for a permitted use, as well as a lease for occupancy.

As of writing, there is not a site plan available, but I do have a draft lease (included in the April 8, 2024 packet). I am attempting to increase the lease amount, as well as to get a site plan to both the planning commission (for site plan review), as well as to the council (for general review) as soon as possible.

Again, I think this will shape up to be a win-win, provided the city does not need to invest in the site and the user is not installing obnoxious equipment. We will have more information related to such circumstances moving forward.

✓ **HOLLAND SQUARE CROWDFUNDING PROJECT** *(Update)*

The Holland Square Steering Committee met on May 30<sup>th</sup>. We believe we explored many opportunities and areas of concern to narrow in on what appears to be the most viable and desirable project. The concept remains the same, but there have been some additions relating to power, lighting, sound, and architectural style. The architect and contractor are working on renderings now. The previous report follows.

In addition to previous reports, Samantha is working on a separate grant that may provide as much as \$75,000 to this project. We are getting a lot of inquiries and back-and-forth communication with the state agency responsible for reviewing the submission, which we take as a good sign.

Our community continues to pursue a crowd funding match for a public place enhancement. The Public Places, Community Spaces opportunity is a powerful incentive and can provide up to \$50,000 towards a downtown project (perhaps as much as \$75,000 if it includes universal design)!



The DDA believes that the primary objective for such funds is to invest in Holland Square to provide built-in structures for community seating, vending, entertainment, and related activities. There are a couple examples of this already that seem to work well in public spaces. Such a concept would activate Holland Square along Miller Road by providing social interactions, market activities, and some recreation. It would also include lighting, sound systems, and some shade/weather protection. Parking would be reduced but only minimally.

Over the last year, the DDA has worked with a local architect (thanks AMA Architects for the in-kind work), and a local builder (thanks JW Morgan) to refine a design, materials, and cost. This has resulted in concept plans for a pergola style structure, with a total base installation price of about \$150,000.

The city council created a steering committee to finalize project details for review by the city. The council will have the final say in any structure constructed on city property. The first meeting is tentatively scheduled for the week of May 27.

✓ **WEBSITE ACCESSIBILITY (Update)**

Web Matters is on the case. I will keep the city council informed regarding the creation of a new website and the transfer of our data.

✓ **MDOT PARK AND RIDE (No Change of Status)**

The MDOT is renewing all of their agreements for trunkline maintenance. Generally these apply to county road agencies and cities that have M-roads and interstate maintenance responsibility. For us, it also applies to the park and ride on Miller, east of I-69. We maintain this lot as it relates to snow/ice removal, waste collection, and mowing. The state pays the city up to \$5,000 for this service. We generally spend a bit more, but there is not really an alternative to keeping the area in reasonable condition. At any rate, we submitted preliminary information to the state so they can draft an agreement. I expect this to be before the council within 30 days.

✓ **OTHER COMMUNICATIONS & HAPPENINGS (See Individual Category)**

✓ **MONTHLY REPORTS (Update)**

Monthly reports are included.

✓ **NEW MEMORIAL (Update)**

I am including notice of a dedication for the new Genesee County Fallen Police and Fire Fighters Memorial Wall. Though the unveiling was on June 4<sup>th</sup>, council members may find the wall notable and worth a visit. There are only two fire fighters outside Flint that are honored and both are from Swartz Creek.

✓ **DAVE WRIGHT AND THE MUNICIPAL MAGAZINE (Update)**

Swartz Creek's own Dave Wright has a feature in "The Municipal", which is a national magazine related to local government happenings! I am including an excerpt from the magazine that includes his story. The entire publication is available online. Congrats and thanks to Dave Wright.

✓ **BOARDS & COMMISSIONS** (*See Individual Category*)

✓ **PLANNING COMMISSION** (*Update*)

- ✓ The planning commission met on May 7th. They went over the lighting ordinance, which is a bit out of date. The commission has a workable draft that will strengthen the ordinance as it relates to LED use in existing fixtures, offsite glare, and some other new technologies. The amendments to be minor but necessary. They are looking to hold a public hearing on July 9 (one week later due to the holiday) related to the ordinance. If recommended for approval, it will be before the council in July.

There is now a moratorium for ground based solar installations. This gives the community 180 days to consider regulations for ground based solar applications and permits. We will monitor state legislation and look to see how best to proceed this summer and into fall.

The next regular meeting is scheduled for July 2, 2024 (again, we are looking to postpone one week to July 9).

✓ **DOWNTOWN DEVELOPMENT AUTHORITY** (*Update*)

The DDA did not meet in May. Their last meeting was on April 11<sup>th</sup>. See the sections above for details on wayfinding, Holland Square and the social district.

Though there is not any new business, they are scheduled to meet on June 13 to hold their annual meeting and select officers.

✓ **ZONING BOARD OF APPEALS** (*No Change of Status*)

The ZBA met on April 17<sup>th</sup> for their annual organizational meeting. They selected officers, with James Packer being Chair, John Gilbert being Vice Chair, and Ron Smith being Secretary. We also discussed current events and training. There are no variances, interpretations, or appeals in process. This group meets the third Wednesday of each month at 6pm, as needed.

✓ **PARKS AND RECREATION COMMISSION** (*Update*)

The board is back to full strength with the appointment of Mr. Henry.

The park board met on May 21st. The board was updated on current happenings. These include a slight delay on the close out of the DNR Trust Fund Grant for the first section of trail. It was discovered by the engineer that grant features that include a bio swale and landscaping were not included in the bid specifications. We are adding these to comply, which should not be any sort of finance or time burden.

Abrams sidewalk is in and looks good. Two benches and waste bins will be placed along this section. In addition, the DPW will oversee work on Pavilion 3# by J.W. Morgan Construction, fence bids for repairs and a pickleball separation are expected to go out, and vandalism in Abrams is on the rise. The vandalism includes graffiti on the sides of the park building and damage to the inside of the bathrooms, which has resulted in a temporary closure. Metro PD is helping to secure the parks and find those involved.

A flock camera is being requested for the entrance to Elms Park. This will require a two year agreement from the council, plus installation. I expect this to cost about \$3,000 of park budget to accommodate. It should help ensure the safety of the park.

The 2024 slip and slide date is Saturday, July 27, 2024. Shattered Chains is going to run this event again.

The board reviewed a proposal by another local Eagle Scout. This candidate is proposing to build two bike racks for Abrams Park and two for Elms Park. He is looking to use a weighted and painted PVC material. I expect them to be on the June 10 agenda, but I have not received any information at this time, so this may be delayed. The park board did recommend approval of this donation. Stay tuned.

The board also reviewed and accepted a donation for public art in Abrams Park, which the city council affirmed.

In related news, I am investigating a company that removes public trees and attempts to repurpose the wood for marketable timber purposes instead of simply removing and mulching the product. The idea is to potentially reduce the cost of removal by finding a market for the product. The practice is also more 'green' because of its benefits to repurpose a natural and limited product. The process is only invoked when it is necessary to remove trees, not as a commercial practice. As of writing, I am not sure we operate a scale large enough to justify the network of local mills and specialists that needs to be involved. The group we are working with may attempt to build a bigger base in the area. Without future street work, there simply will not be a large number of useful trees removed in any given year.

The next regular meeting is scheduled for June 18, 2024.

✓ **BOARD OF REVIEW (Update)**

The Board of Review will meet again on July 16th. The duties between the different boards of review (March, July, and December) appear to be in a state of flux, with state statutes and State Tax Commission adjustments each year. Finding a summary of their duties to be difficult, I am including a Bulletin by the STC to explain in detail.

✓ **CLERK'S OFFICE/ELECTION UPDATE (Update)**

Routine duties include record management, publications, FOIA request, human resources, payroll approval and everything related to elections.

Ballots have been ordered and we should receive them in the next couple of weeks.

ELECTION DATES FOR 2024:

Primary Election: August 6, 2024

General Election: November 5, 2024

✓ **DEPARTMENT OF COMMUNITY SERVICES UPDATE (Update)**

- DPS continues to GPS water and sewer assets. This will be ongoing for most of the year as we have time available.

- ❑ All water main work and storm sewer work is completed in the village. Nearly all curb and sidewalks on Winshall are completed. Winshall is ready for asphalt. Durwood Greenleaf and Norbury are close to being ready for asphalt. Paving was going to start Tuesday 6/4 but has been delayed. Seymour Rd. is complete and the grass is starting to grow.
- ❑ Road striping is completed. The vendor still has some of the hand painting to finish including bike path symbols and on road speed limit paintings. They needed to make stencils for the on road speed limit paintings. They were awaiting the plastic material they use to make them. Seymour Rd. will be completed later in the season once construction traffic is finished.
- ❑ DPS continues to update water meter transponders, registers and meters as needed to allow the new meter reading collectors to read meters. This will be ongoing for several months.
- ❑ Winchester Woods project is nearing completion. Some areas will already have the top coat of asphalt on them before 5/24/24. Winchester Woods project is substantially complete. They are still finishing up placing stone shoulders and some minor restoration work. TG Priehs will be returning later in the construction season to work on Young drive and finish some ditching and culvert work on Oakview and Chesterfield.
- ❑ Hometown days is complete and DPS is awaiting the pickup of barricades and dumpsters from the event.
- ❑ DPS is sweeping to clean up after the event.
- ❑ Sewer cleaning has started. The vendor will be working in the Miller Rd. Elms corridor for most of this year's allotted cleaning. They are contracted to clean 3 miles annually. This shouldn't cause any interruptions in service to residents or businesses.
- ❑ The #3 pavilion repair at Elm's Park has started.

✓ **TREASURER UPDATE (Update)**

Preliminary work for the 2023 tax roll has begun. Some preparations have started for the fiscal year end June 30<sup>th</sup>. Routine operations include, but are not limited to, processing payments for utility bills, tax bills, delinquent personal and qualified real taxes, building permits, daily/weekly/monthly journal entries, bank wires, review/approval of accounts payable invoices, issuance of building permits and rental inspection collections, processing payroll, accounting for grants and projects and other financial matters impacting the city.

✓ **ECONOMIC DEVELOPMENT UPDATE (Update)**

I have been working on amending the marketing plan to include new initiatives, goals, and listing things we've already accomplished. I have a couple of items to add to it, but expect it to be ready for approval at the next council meeting. This does not require a public hearing or scrutiny from multiple boards.

Adam and I had a meeting with Signs by Crannie to help refine the Cosmos in the Creek signs. Things are really coming together and I'm excited to see the end product installed on the trail.

I also met with Tammy from the GFWC and Donovan from the Swartz Creek Firefighter's Association about this year's Christmas parade. We're going to be talking to businesses soon to see if they're interested in participating in a "shopping passport", scavenger hunt, or something else similar to that. I'm also talking to a contact about running a Winter Market

at Holland Square before the parade. They indicated that they would need a large tent, but otherwise think they could run a successful market.

The Holland Square project steering committee met last week to help finalize the design. I am awaiting the final cost to send back to MSHDA, in hopes of receiving the \$75,000 MiNeighborhood grant.

The first Family Move Night of the year is on Friday, June 28<sup>th</sup>. I have extra flyers if you'd like to help me pass them out. I have an inflatable obstacle course ordered, and am hoping to have an ice cream cart/ bicycle there as well \*fingers crossed\*. I'm always open to hearing new ideas and suggestions for these events. Let me know if you have any.

## **NEW BUSINESS / PROJECTED ISSUES & PROJECTS**

### ✓ **CATEGORY B ROAD FUNDING REQUEST** (*Business Item*)

We wish to apply for a state 'Category B' grant to get support for planned street work. The grant is up to \$250,000 and prioritizes local streets that can be done in tandem with utility work. This program was applied for successfully in 2023, and funds are currently being used to support work in Winchester Woods that would not otherwise be affordable.

OHM is applying for funds to support Don Shenk and Cappy Lane street work in 2025. This will include reconstruction of Don Shenk and part of Cappy, with the remaining section of Cappy to be rehabilitated with existing curbs. The project also includes non-participating watermain replacement on Cappy Lane.

The total cost of participating road work is estimated to be \$1,839,673, with \$1,589,673 as local match. Additional water main work brings the total project cost to \$2,499,578. These improvements are being designed currently.

I am not sure what the odds are of being funded two years in a row, but it is worth a shot. Money is very tight with roads because there is always another project. The grant application and supporting materials are included, along with a resolution enable application.

### ✓ **APPOINTMENTS** (*Business Item*)

We have a few appointments that expire at the end of June. There are two on ZBA and two on the Planning Commission, as well as our staff delegates to the county water advisory board. Given the circumstances, the Mayor is recommending extension of all appointments. A resolution is included in the packet.

### ✓ **EAGLE SCOUT PARK DONATION** (*Business Item*)

The Park Board reviewed a proposal by an aspiring Eagle Scout at their May meeting. The individual is seeking to donate two bike racks each to Elms and Abrams Parks. He is proposing a weighted and painted PVC pipe system. I do not have more information as of writing. If it is not available at the meeting, I will look to remove this from the agenda.

The park board deliberated the issue and recommended acceptance of the donation. I am including a standard donation acceptance resolution in the packet.

### ✓ **GFL ASSIGNMENT** (*Update*)

It appears GFL is selling and assigning their company and contracts to Premier Waste. As of writing, I do not have details. The agreement indicates that this process cannot occur without written approval of the city, which will not be unreasonably withheld. The liaison from Premier Waste indicated that the trucks and labor are to transfer, along with all terms and conditions, making the transition seamless. The transition date is supposed to be July 1, 2024.

✓ **BUILDING SERVICES (Update)**

Matt Hart, the building official for Mundy Township, has tendered his resignation. He is still to be employed by the township in this capacity for the next two weeks, and he will also be available afterwards during the transition. Chad Young will be posting the position and working with us moving forward as the department transitions to a new inspector. The township and Mr. Hart have been and continue to be good partners. I do not see any interruption or decrease in service due to this occurrence.

**Council Questions, Inquiries, Requests, Comments, and Notes**

*Council Chamber Sound:* The installer of the system that was put in in 2021 conducted an inspection on May 20<sup>th</sup>. We should know what options are to clear up background noise and get us a functional podium microphone soon.

**City of Swartz Creek  
RESOLUTIONS  
Regular Council Meeting, Monday, June 10, 2024, 7:00 P.M.**

**Motion No. 240610-4A**                      **MINUTES – May 28, 2024**

Motion by Councilmember: \_\_\_\_\_

**I Move** the Swartz Creek City Council approve the Minutes of the Regular Council Meeting held Monday, May 28, 2024, to be circulated and placed on file.

Second by Councilmember: \_\_\_\_\_

Voting For: \_\_\_\_\_

Voting Against: \_\_\_\_\_

**Motion No. 240610-5A**                      **AGENDA APPROVAL – June 10, 2024**

Motion by Councilmember: \_\_\_\_\_

**I Move** the Swartz Creek City Council approve the Agenda as presented / printed / amended for the Regular Council Meeting of June 10, 2024, to be circulated and placed on file.

Second by Councilmember: \_\_\_\_\_

Voting For: \_\_\_\_\_

Voting Against: \_\_\_\_\_

**Motion No. 240610-6A**                      **CITY MANAGER’S REPORT**

Motion by Councilmember: \_\_\_\_\_

**I Move** the Swartz Creek City Council accept the City Manager’s Report of June 10, 2024 including reports and communications, to be circulated and placed on file.

Second by Councilmember: \_\_\_\_\_

Voting For: \_\_\_\_\_

Voting Against: \_\_\_\_\_

**Resolution No. 240610–8A**                      **A RESOLUTION TO ESTABLISH A REQUEST FOR FUNDING, DESIGNATE AN AGENT, ATTEST TO THE EXISTENCE OF FUNDS AND COMMIT TO IMPLEMENTING A MAINTENANCE PROGRAM FOR THE WINCHESTER WOODS REHABILITATION PROJECT PARTIALLY FUNDED BY THE TRANSPORTATION ECONOMIC DEVELOPMENT FUND CATEGORY B PROGRAM.**

Motion by Councilmember: \_\_\_\_\_



**WHEREAS**, the City of Swartz Creek is applying for \$250,000.00 in funding through MDOT from the Transportation Economic Development Category B Program to rehabilitate several local streets in the Winchester Village Subdivision. Specifically, Cappy Lane and Don Shenk Drive; and

**WHEREAS**, MDOT requires a formal commitment from the public agency that will be receiving these funds and will be implementing and maintaining these infrastructure projects; and

**NOW, THEREFORE, BE IT RESOLVED THAT**, the City has authorized Adam Zettel, City Manager, to act as agent on behalf of the City to request Transportation Economic Development Fund Category B Program funding, to act as the applicant’s agent during the project development, and to sign a project agreement upon receipt of a funding award.

**BE IT FURTHER RESOLVED THAT**, the City attests to the existence of, and commits to, providing at least \$1,589,673.00 toward the construction costs of the road projects (\$2,249,578.00 for participating and non-participating projects), and all costs for design, permit fees, administration costs, and cost overruns.

**BE IT FURTHER RESOLVED THAT**, the City commits to owning operating, funding, and implementing a maintenance program over the design life of the facilities constructed with Transportation Economic Development Fund Category B Program funding.

Second by Councilmember: \_\_\_\_\_

Voting For: \_\_\_\_\_

Voting Against: \_\_\_\_\_

**Resolution No. 240610-8B**

**RESOLUTION TO APPROVE A GRANT AGREEMENT WITH THE MEDC TO SUPPORT CREATION OF A WAYFINDING SIGN PROGRAM**

Motion by Councilmember: \_\_\_\_\_

**WHEREAS**, the City of Swartz Creek holds status with the MEDC as a Redevelopment Ready Community; and

**WHEREAS**, the City of Swartz Creek submitted and was awarded a grant of \$20,000 that will support professional service costs related to the creation of a wayfinding sign program in the community; and

**WHEREAS**, an agreement is required to establish term and conditions for the city’s performance and subsequent payment by the MEDC.

**NOW THEREFORE, BE IT RESOLVED**, that the Swartz Creek City Council approves the Michigan Economic Development Corporation Grant with City of Swartz Creek, Case, 411434, and authorize and direct the City Manager to sign on behalf of the city.



**BE IT FURTHER RESOLVED**, that the Swartz Creek City Council authorize and direct the city manager to process and execute any and all documentation necessary to carry out the terms of the agreement.

**BE IT FURTHER RESOLVED**, that the Swartz Creek City Council authorize direct payment of said funds to the professional service provider or transfer of said funds to the DDA to cover the same costs, as deemed most appropriate by the MEDC and City Treasurer.

Second by Councilmember: \_\_\_\_\_

Voting For: \_\_\_\_\_

Voting Against: \_\_\_\_\_

**Resolution No. 240610-8C                      COMMISSION APPOINTMENTS**

Motion by Councilmember: \_\_\_\_\_

**WHEREAS**, the laws of the State of Michigan, the Charter and Ordinances of the City of Swartz Creek, interlocal agreements in which the City of Swartz Creek is a member, and previous resolutions of the city council require and set terms of offices for various appointments to city boards and commissions, as well as appointments to non-city boards and commissions seeking representation by city officials; and

**WHEREAS**, there exist a number of vacancies for such positions; and

**WHEREAS**, said appointments are Mayoral appointments subject to affirmation of the city council.

**NOW, THEREFORE, BE IT RESOLVED**, the Swartz Creek City Council concur with the Mayor and City Council appointments as follows:

- |                     |  |                         |
|---------------------|--|-------------------------|
| <b>#240610- 8C1</b> | <b><u>MAYOR APPOINTMENT:</u></b><br>Planning Commission, Resident<br>Three-year term, expiring June 30, 2027                           | <b>Charles Campbell</b> |
| <b>#240610- 8C2</b> | <b><u>MAYOR APPOINTMENT:</u></b><br>Planning Commission, Resident<br>Three-year term, expiring June 30, 2027                           | <b>Mark Branoff</b>     |
| <b>#240610- 8C3</b> | <b><u>MAYOR APPOINTMENT:</u></b><br>Surface Water Advisory Committee-Staff Delegate<br>Two-year term, expiring June 30, 2026           | <b>Adam Zettel</b>      |
| <b>#240610- 8C4</b> | <b><u>MAYOR APPOINTMENT:</u></b><br>Surface Water Advisory Committee-Staff Delegate Alternate<br>Two-year term, expiring June 30, 2026 | <b>Robert Bincsik</b>   |
| <b>#240610- 8C5</b> | <b><u>MAYOR APPOINTMENT:</u></b><br>Zoning Board of Appeals<br>Three-year term, expiring June 30, 2027                                 | <b>James Packer</b>     |
| <b>#240610- 8C6</b> | <b><u>MAYOR APPOINTMENT:</u></b><br>Zoning Board of Appeals<br>Three-year term, expiring June 30, 2027                                 | <b>George Hicks</b>     |

Second by Councilmember: \_\_\_\_\_

Voting For: \_\_\_\_\_

Voting Against: \_\_\_\_\_

**Resolution No. 240610-8D**

**PARK BIKE RACK DONATION ACCEPTANCE**

Motion by Councilmember: \_\_\_\_\_

**WHEREAS**, the City of Swartz Creek owns, operates and maintains a system of parks; and

**WHEREAS**, Eagle Scout candidate has offered to donate two bike racks to Elms Park and two to Abrams Park; and

**WHEREAS**, the Park Board, after deliberation, found the painted and weighted PVC constructs to be in the best interests of the park and approved the donation at their meeting on May 21, 2024.

**NOW, THEREFORE, BE IT RESOLVED**, the City of Swartz Creek City Council hereby accepts the bike rack donation for Elms and Abrams Park, conditioned upon the following:

1. The project shall be overseen by the Director of Public Works and not commence until the ability to ensure project completion is evidenced.
2. The city will own and maintain the structure in a reasonable manner, with eventual replacement or removal dependent on the best interests of the city at a future date.

Second by Councilmember: \_\_\_\_\_

Voting For: \_\_\_\_\_

Voting Against: \_\_\_\_\_

**Motion No. 240610-11A**

**ADJOURN**

Motion by Councilmember: \_\_\_\_\_

**I Move** the Swartz Creek City Council adjourn the regular council meeting of June 10, 2024.

Second by Councilmember: \_\_\_\_\_

Voting For: \_\_\_\_\_

Voting Against: \_\_\_\_\_

**CITY OF SWARTZ CREEK  
SWARTZ CREEK, MICHIGAN  
MINUTES OF THE REGULAR COUNCIL MEETING  
DATE May 28, 2024**

The meeting was called to order at 7:00 p.m. by Mayor Krueger in the Swartz Creek City Council Chambers, 8083 Civic Drive.

Invocation and Pledge of Allegiance.

Councilmembers Present: Cramer, Spillane, Gilbert, Hicks, Krueger, Knickerbocker, Henry.

Councilmembers Absent: None.

Staff Present: City Manager Adam Zettel, Clerk Renee Kraft.

Others Present: Kristie Shelly-Web Matters, Julie Parsons-Hall, Lori Berens

**APPROVAL OF MINUTES**

**Resolution No. 240528-01 (Carried)**

Motion by Councilmember Spillane  
Second by Councilmember Gilbert

**I Move** the Swartz Creek City Council approve the Minutes, as amended, of the Regular Council Meeting held Monday May 13, 2024 to be circulated and placed on file.

YES: Spillane, Gilbert, Hicks, Krueger, Knickerbocker, Henry, Cramer.  
NO: None. Motion Declared Carried.

**APPROVAL OF AGENDA**

**Resolution No. 240528-02 (Carried)**

Motion by Councilmember Henry  
Second by Councilmember Cramer

**I Move** the Swartz Creek City Council approve the Agenda, as amended, for the Regular Council Meeting of May 28, 2024 to be circulated and placed on file.

YES: Gilbert, Hicks, Krueger, Knickerbocker, Henry, Cramer, Spillane.  
NO: None. Motion Declared Carried.

## **CITY MANAGER’S REPORT**

**Resolution No. 240528-03**

**(Carried)**

Motion by Councilmember Cramer  
Second by Councilmember Gilbert

**I Move** the Swartz Creek City Council accept the City Manager’s Report of May 28, 2024, including reports and communications to be circulated and placed on file.

Discussion Ensued.

YES: Hicks, Krueger, Knickerbocker, Henry, Cramer, Spillane, Gilbert.  
NO: None. Motion Declared Carried.

### **MEETING OPENED TO THE PUBLIC:**

None.

### **COUNCIL BUSINESS:**

#### **RESOLUTION TO APPROVE UPDATE AND RECREATION OF THE CITY’S WEBSITE FOR ADA ACCESSIBILITY, FUNCTION, AND APPEARANCE**

**Resolution No. 240528-04**

**(Carried)**

Motion by Mayor Pro Tem Hicks  
Second by Councilmember Cramer

**WHEREAS**, the City of Swartz Creek maintains a website that is a crucial component of information dissemination, online services, and communication; and

**WHEREAS**, the website platform is becoming outdated, resulting in a lack of ADA compliance, general functionality, and positive branding; and

**WHEREAS**, the city has a proposal from an experienced website designer to recreate the website to correct said deficiencies; and

**WHEREAS**, Ordinance Section 2-402 provides for the employment of professional services upon approval by the city council.

**NOW, THEREFORE, BE IT RESOLVED**, the City of Swartz Creek approves the Recreation option for website updates as included in the proposal by Web Matters by Kristie Shelly, dated April 25, 2024, including Optional Items as deemed appropriate by the city manager.

**BE IT FURTHER RESOLVED**, the City of Swartz Creek city manager to craft and execute a standard contractor’s agreement for said services on behalf of the city.

Discussion Ensued between Council and Kristie Shelly of Web Matters.

YES: Krueger Knickerbocker, Henry, Cramer, Spillane, Gilbert, Hicks.

NO: None. Motion Declared Carried.

**RESOLUTION TO APPROVE AN EXPANDED USE RESERVATION AND PARK FEE/DEPOSIT WAIVER FOR USE OF ELMS PARK FOR A NON-PROFIT GIRL SCOUT EVENT**

**Resolution No. 240528-05**

**(Carried)**

Motion by Councilmember Gilbert

Second by Mayor Pro Tem Hicks

**WHEREAS**, the City of Swartz Creek requires park usage reservations and fees in accordance with adopted rules and regulations; and

**WHEREAS**, the Michigan Girl Scouts of Southeastern Michigan’s Community 01, in conjunction with the Michigan State Police is proposing an expanded park use reservation for Elms Park on September 21, 2024 for the purpose of holding a publicly available preparedness event (MIREADY Program); and

**WHEREAS**, both groups are recognized non-profits operating in Swartz Creek that meet the requirements for an expanded use reservation; and

**WHEREAS**, the city park rules and regulations state that “fees may be waived in full if reservations by a non-profit are found to result in a public benefit directly or if proceeds from the reserved event are found to be a benefit to the city.”; and

**WHEREAS**, the City Council finds the Michigan Girl Scouts of Southeastern Michigan’s Community 01, in conjunction with the Michigan State Police, to be qualifying groups with a qualifying activity.

**NOW, THEREFORE, BE IT RESOLVED**, the Swartz Creek City Council hereby approves the expanded use reservation of the MIREADY event and waives all fees for the September 21, 2024 expanded use reservation in Elms Park.

Discussion Ensued between Council and Julie Parsons-Hall.

YES: Hicks, Krueger, Knickerbocker, Henry, Cramer, Spillane, Gilbert.

NO: None. Motion Declared Carried.

**RESOLUTION TO APPROVE THE FISCAL YEAR 2024-2025 CITY BUDGET**

**Resolution No. 240528-06**

**(Carried)**

Motion by Councilmember Knickerbocker  
Second by Councilmember Henry

**WHEREAS**, the Swartz Creek City Council is required to approve a budget in accordance with the General Appropriations Act and Uniform Budgeting and Accounting Act; and

**WHEREAS**, a public hearing was posted and held in accordance with the city charter on May 13, 2024; and

**WHEREAS**, the Swartz Creek City Council finds the following Fund-based budget to be an accurate and desirable instrument to appropriate funds to serve the needs of the City of Swart Creek; and

**WHEREAS**, the Swartz Creek City Council desires the budget to be accompanied by additional illustrative, narrative, and data materials to make the budget more transparent and useful to staff, officials, and the public.

**THEREFORE BE IT RESOLVED**, the Swartz Creek City Council hereby adopt the following 2024-2025 fiscal budget based upon the following tax mills:

General Operating Levy	4.6862	mills
Public Safety SAD	4.9000	mills
Street Levy	4.0953	mills
Sanitation Levy	2.6270	mills

**BE IT FURTHER RESOLVED**, the Swartz Creek City Council hereby approve the 2024-2025 Budget Book as included in the May 28, 2024 city council packet.

Discussion Ensued.

YES: Knickerbocker, Henry, Cramer, Spillane, Gilbert, Hicks, Krueger.  
NO: None. Motion Declared Carried.

**RESOLUTION TO APPROVE ANNUAL COVERAGE AND PAYMENT FOR GENERAL AND LIABILITY INSURANCE OF THE CITY TO MEADOWBROOK**

**Resolution No. 240528-07**

**(Carried)**

Motion by Councilmember Spillane  
Second by Councilmember Henry

**WHEREAS**, the City of Swartz Creek has a need to insure property, equipment, and services that it owns and provides; and

**WHEREAS**, the City of Swartz Creek has been engaged in risk management with the Michigan Municipal League Liability and Property Pool, as serviced by Meadowbrook Insurance Group since 1986; and

**WHEREAS**, the City of Swartz Creek finds this professional service to meet or exceed financial expectations, as well as the staffing and service needs of the city; and

**WHEREAS**, Ordinance Section 2-402 provides for the employment of professional services upon approval by the city council.

**NOW, THEREFORE, BE IT RESOLVED**, the City of Swartz Creek appropriate and approve payment for an amount not to exceed \$48,490 to Michigan Municipal League Meadowbrook Insurance, payment of the City's annual 2024-2025 premiums for property and liability insurance, funds to be apportioned to reflect departmental coverage as noted in the invoice.

Discussion Ensued.

YES: Henry, Cramer, Spillane, Gilbert, Hicks, Krueger, Knickerbocker.

NO: None. Motion Declared Carried.

**RESOLUTION TO APPROVE AUTHORIZE SIGNERS FOR THE CDBG SIGNATURE CARD**

**Resolution No. 240528-08**

**(Carried)**

Motion by Councilmember Henry  
Second by Councilmember Cramer

**WHEREAS**, the City of Swartz Creek participates in the American Rescue Plan Act Program; and

**WHEREAS**, the Genesee County Community Development Program has requested that we update our authorized signature cards.

**NOW, THEREFORE, BE IT RESOLVED** that the following individuals be authorized to request reimbursement from the AMERICAN Rescue Plan Act (ARPA) Program:

1. Renee Kraft, City Clerk
2. Adam Zettel, City Manager

Discussion Ensued.

YES: Cramer, Spillane, Gilbert, Hicks, Krueger, Knickerbocker, Henry.  
NO: None. Motion Declared Carried.

**RESOLUTION TO APPROVE TRAFFIC CONTROL ORDER NUMBER 180, TO ELIMINATE ONSTREET PARKING ON INGALLS BETWEEN FAIRCHILD AND SCHOOL STREETS**

**Resolution No. 240528-09**

**(Carried)**

Motion by Councilmember Cramer  
Second by Councilmember Knickerbocker

**WHEREAS**, the city owns and operates a system of major and local streets, including traffic control devices; and

**WHEREAS**, Chapter 18, Article II of the Swartz Creek City Charter adopts the provisions of the Michigan Manual on Uniform Traffic Control Devices, 2009 Edition; and

**WHEREAS**, Section 1A.08 of the Michigan Manual on Uniform Traffic Control Devices, 2009 Edition places local control of the regulation of traffic devices with the local government; and

**WHEREAS**, the street administrator and staff from the Metro Police Authority of Genesee County recommend that parking on the north side of Ingalls, between Fairchild Street and School Street be permitted to support the new school facilities and to slow traffic; and

**WHEREAS**, the street administrator and staff from the Metro Police Authority of Genesee County recommend that Ingalls, between Fairchild Street and School Street be designated as a no passing zone to reduce traffic conflicts.

**NOW, THEREFORE BE IT RESOLVED** that the City of Swartz Creek approve Traffic Control Order #180 as a permanent order and direct the staff to place and/or remove signs in accordance with the MUTCD.

Discussion Ensued.

YES: Spillane, Gilbert, Hicks, Krueger, Knickerbocker, Henry, Cramer.  
NO: None. Motion Declared Carried.



**COMMISSION APPOINTMENT**

**Resolution No. 240528-10**

**(Carried)**

Motion by Mayor Pro Tem Hicks  
Second by Councilmember Gilbert

**WHEREAS**, the laws of the State of Michigan, the Charter and Ordinances of the City of Swartz Creek, interlocal agreements in which the City of Swartz Creek is a member, and previous resolutions of the city council require and set terms of offices for various appointments to city boards and commissions, as well as appointments to non-city boards and commissions seeking representation by city officials; and

**WHEREAS**, there exists a vacancy for such a position; and

**WHEREAS**, said appointment is a Mayoral appointment subject to affirmation of the city council.

**NOW, THEREFORE, BE IT RESOLVED**, the Swartz Creek City Council concur with the Mayor and City Council appointment as follows:

**#240528- 10a** **MAYOR APPOINTMENT:** **Nate Henry**  
Park and Recreation Board, Resident  
Remainder of four-year term, expiring December 31, 2026

Discussion Ensued.

YES: Gilbert, Hicks, Krueger, Knickerbocker, Henry, Cramer, Spillane.  
NO: None. Motion Declared Carried.

**RESOLUTION TO APPROVE A STREET CLOSURE PERMIT FOR THE MAKERS MARKET**

**Resolution No. 240528-11**

**(Carried)**

Motion by Councilmember Knickerbocker  
Second by Councilmember Cramer

**WHEREAS**, Jeepers Creekers, Inc. is a recognized charitable entity that is in good standing and that operates in Swartz Creek; and

**WHEREAS**, said organization was approved to organize and host a monthly vendor market within Holland Square, including food trucks, from 3:00 p.m. to 8:30 p.m. on the following Tuesdays of May 14th, June 11th, July 9th, August 13th, and September 10th; and

**WHEREAS**, the May 14<sup>th</sup> event was successful enough to warrant expansion onto Holland Drive; and

**WHEREAS**, the City Council finds the organization and the event to be beneficial to the public and in good standing.

**NOW, THEREFORE BE IT RESOLVED** that the City of Swartz Creek hereby approves the application for a street usage permit to conduct a craft market and food truck event on the Tuesdays June 11<sup>th</sup>, July 9<sup>th</sup>, August 13<sup>th</sup>, and September 10<sup>th</sup>, from 3:00 p.m. to 8:30 p.m., applicant: the Jeepers Creekers, Inc., in accordance with the application submitted, under the direction and control of the Chief of Police.

Discussion Ensued.

YES: Krueger, Knickerbocker, Henry, Cramer, Spillane, Gilbert, Hicks.

NO: None. Motion Declared Carried.

## **ABRAMS PARK ART DONATION ACCEPTANCE**

**Resolution No. 240528-12**

**(Carried)**

Motion by Councilmember Gilbert

Second by Councilmember Henry

**WHEREAS**, the City of Swartz Creek owns operates and maintains a system of parks; and

**WHEREAS**, the Friends of Abrams Park has offered to donate a piece of art work to a proposed Monarch Butterfly waystation and garden in Abrams Park; and

**WHEREAS**, the Park Board, after deliberation, found the steel art piece to be in the best interests of the park and approved the donation at their meeting on May 21, 2024.

**NOW, THEREFORE, BE IT RESOLVED**, the City of Swartz Creek City Council hereby accepts the Abrams Park art piece donation for Abrams Park, as pictured in the packet, conditioned upon the following:

1. The location and installation details for this piece are to be determined in an approved plan for the garden that the park board and council will review at a later date.
2. The project shall be overseen by the Director of Public Works and not commence until the ability to ensure project completion is evident.
3. The city will own and maintain the structure in a reasonable manner, with eventual replacement or removal dependent on the best interests of the city at a future date.

Discussion Ensued.

YES: Knickerbocker, Henry, Cramer, Spillane, Gilbert, Hicks, Krueger.

NO: None. Motion Declared Carried.

**MEETING OPENED TO THE PUBLIC:**

None.

**REMARKS BY COUNCILMEMBERS:**

Councilmember Gilbert: Stated there was lots of rain and it needs to dry up. Questioned if there was a problem with the carnival trucks.

Councilmember Henry: Discussed if the Car Show at O'Reilly's will be regular. They had a food truck with no permit.

Councilmember Cramer: The cemetery work was done by volunteers and it looks great.

Mayor Pro Tem Hicks: The light is up at Miller and Morrish. The flowers look good.

Councilmember Knickerbocker: Next month is the Chambers annual awards banquet-he recommends everyone attend, located at the American Legion. The silent auction donations will go to Whaley Children's Center at their fundraiser on June 25 at noon.

Councilmember Spillane: Discussed carnival trucks-will they be asked to move out of town? Stated there have been complaints that Diponio trucks speed through town and hopes someone will take care of that. The Book Nook (Bella's) got their funding-we should have insisted on the liquor license being contingent on it happening. Commented that the Historical Society will be having a yard sale Friday from 9-4 at the amphitheater. The cemetery clean up accomplished a lot by using D2.

Mayor Krueger: Shadow Carvers would be happy to work with us to make new/fix military head stones and should give us a good price.

**ADJOURNMENT**

**Resolution No. 240528-13**

**(Carried)**

Motion by Councilmember Gilbert  
Second by Councilmember Cramer

**I Move** the Swartz Creek City Council adjourn the regular meeting at 8:41 p.m.

Unanimous Voice Vote.

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**David A. Krueger, Mayor**

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**Renee Kraft, CMC, MiPMC, City Clerk**

06/03/2024

CHECK REGISTER FOR CITY OF SWARTZ CREEK  
CHECK DATE FROM 05/01/2024 - 05/31/2024

Check Date	Check	Vendor Name	Description	Amount
Bank GEN CONSOLIDATED ACCOUNT				
05/09/2024	53400	ADS PLUS PRINTING LLC	#10 WINDOW ENVELOPES WITH LOGO(2000()) &	295.00
05/09/2024	53401	AMY NICHOLS	BANK RUNS 4/4/24 THRU 4/30/24	24.66
05/09/2024	53402	ANTHONY BENAVIDES	UB refund for account: 0000152500	43.66
05/09/2024	53403	BIO-SERV CORPORATION	PEST CONTROL - PUBLIC SAFETY BLDG	69.00
			PEST CONTROL - CITY HALL/LIBRARY-SR CTR	148.00
				<u>217.00</u>
05/09/2024	53404	CHASE CARD SERVICES	MONTHLY STATEMENT 3/22/24 THRU 4/21/24	1,445.97
05/09/2024	53405	CONNIE OLGER	BANK MILEAGE CONNIE OLGER APRIL 2024	28.14
05/09/2024	53406	CONSUMERS ENERGY	8083 CIVIC DR 3/28-24 THRU 4/28/24	666.13
05/09/2024	53407	CONSUMERS ENERGY	5441 WHITNEY CT PAVILLION	28.77
05/09/2024	53408	CONSUMERS ENERGY	5015 HOLLAND DR LOT LIGHTS	38.29
05/09/2024	53409	CONSUMERS ENERGY	4510 MORRISH RD	40.73
05/09/2024	53410	CONSUMERS ENERGY	8059 FORTINO DR	48.17
05/09/2024	53411	CONSUMERS ENERGY	8499 MILLER RD	33.55
05/09/2024	53412	CONSUMERS ENERGY	5257 WINSHALL DR	29.84
05/09/2024	53413	CONSUMERS ENERGY	5361 WINSHALL DR 8369	31.55
05/09/2024	53414	CONSUMERS ENERGY	9099 MILLER RD	34.01
05/09/2024	53415	CONSUMERS ENERGY	5361 WINSHALL DR #2 RESTRMS 9987	35.39
05/09/2024	53416	CONSUMERS ENERGY	8095 CIVIC DR	620.42
05/09/2024	53417	CONSUMERS ENERGY	8011 MILLER RD	28.77
05/09/2024	53418	CONSUMERS ENERGY	5121 MORRISH RD	523.87
05/09/2024	53419	CONSUMERS ENERGY	5361 WINSHALL DR NP	32.89
05/09/2024	53420	CONSUMERS ENERGY	8301 CAPPY LN	386.57

05/09/2024	53421	CONSUMERS ENERGY	8100 CIVIC DR	1,005.03
05/09/2024	53422	CONSUMERS ENERGY	6425 MILLER PARK & RIDE	68.83
05/09/2024	53423	CONSUMERS ENERGY	4125 ELMS RD 4353	40.01
05/09/2024	53424	CONSUMERS ENERGY	4125 ELMS RD PAVILION 4437	34.16
05/09/2024	53425	CONSUMERS ENERGY	SIRENS TRAFFIC LIGHTS 1997	33.22
05/09/2024	53426	CONSUMERS ENERGY	TRAFFIC LIGHTS 1781	508.56
05/09/2024	53427	CONSUMERS ENERGY	ELMS PARKING LOT AREA LIGHTS 2300	47.74
05/09/2024	53428	CONSUMERS ENERGY	STREET LIGHTS 1294	4,311.99
05/09/2024	53429	CONSUMERS ENERGY	4524 MORRISH RD	74.59
05/09/2024	53430	CONSUMERS ENERGY	48473 LED LIGHT RD WORCHESTER/CHESTERFIE	5,617.92
05/09/2024	53431	CONSUMERS ENERGY	LAND RENTS/LEASE-M152637GEN-E	210.00
05/09/2024	53432	DLZ MICHIGAN INC	MS4 APPLICATION WORK,CORRS W/CITY, GEN C	228.00
05/09/2024	53433	FAMILY FARM AND HOME INC	MONTHLY INVOICES APRIL	326.45
05/09/2024	53434	FERGUSON WATERWORKS #3386	REG P/C CF 1-1/2 T 10"X	210.24
05/09/2024	53435	FLINT WELDING SUPPLY	CYLINDER COMPRESSED OXYGEN	6.25
05/09/2024	53436	GFL ENVIRONMENTAL USA INC	FY24 GARBAGE/RECYCLING/YARD WASTE	25,593.36
05/09/2024	53437	GILL ROYS HARDWARE	MARCH 2024 INVOICES LESS DISCOUNT	169.25
05/09/2024	53438	ITU ABSORBTECH INC	REPLENISH FIRST AID KIT DPW	81.37
05/09/2024	53439	JAMS MEDIA LLC	APRL PAV BIDS, WEED ORD 466 SYNOPSIS	241.80
05/09/2024	53440	JAY'S SEPTIC TANK SERVICE	PORT-A-JON RENTAL ELMS RD	540.00
			PORT-A-JON RENTAL	260.00
				<b>800.00</b>
05/09/2024	53441	LEGACY ASSESSING SERVICES INC	ASSESSING SERVICES ANNUAL CONTRACT MAY S	2,751.40
05/09/2024	53442	METRO POLICE AUTH OF GENESEE (	MARCH 2024 ORD. FEES	2,707.65
05/09/2024	53443	MICHIGAN PIPE AND VALVE	40 QTY 24 N12 PIPE SOLID IB W/QUART PIP	1,120.00
05/09/2024	53444	MOLLY MAID OF METAMORA LLC	CLEANING CITY HALL APRIL 26 2024	186.00
05/09/2024	53445	OHM ADVISORS	USDA PHASE II WATER MAIN DESIGN ENGINEER	88,123.75
05/09/2024	53446	SELF SERVE LUMBER CO.	ELMS PARK PALQUE	11.99
05/09/2024	53447	SIMEN FIGURA & PARKER PLC	MONTHLY INVOICE APRIL	4,529.60

05/09/2024	53448	STACEY KAAKE	DESIGNATED ASSESSOR CONTRACT 1 YR	200.00
05/09/2024	53449	STAPLES	GEL PENS & CHAIR MAT	44.66
05/09/2024	53450	STATE OF MICHIGAN DEPT TRANS	MORRISH RD REHAB PROJECT 22A0195	442.11
05/09/2024	53451	STATE OF MICHIGAN-DEQ WTR	DRINKING WATER LAB TESTING APRIL TESTING	48.00
			DRINKING WATER LAB TESTING APRIL 2024 TE	48.00
				<u>96.00</u>
05/09/2024	53452	SWARTZ CREEK AREA FIRE DEPT.	MONTHLY RUNS APRIL	4,723.31
05/09/2024	53453	T MOBILE USA INC	DPW PHONES & ONE OFFICE PHONE 3/21/24 TH	328.38
05/09/2024	53454	VC3 INC	MICROSOFT BUSNS STANDARD/EXCHANGE ONLINE	190.80
05/21/2024	48(E)	BLUE CROSS BLUE SHIELD OF MICH	RETIREE HEALTHCARE CLOLINGER 6-1-24 THRU	2,202.16
05/21/2024	49(E)	UNUM LIFE INSURANCE	RETIREE LIFE OCT. 2023	31.47
05/21/2024	53455	AMERICAN SEWER CLEANERS	5321 VALLEYVIEW WATER JET MANHOLEIN BAKY	290.00
			5301 MILLER RD /WATER JET MAPS IN MILLER	435.00
				<u>725.00</u>
05/21/2024	53456	AMY NICHOLS	TRAINING IN OKEMOS	76.38
05/21/2024	53457	COMCAST BUSINESS	CITY HALL MONTHLY INVOICE MAY 26 -JUNE 2	255.80
05/21/2024	53458	CONSUMERS ENERGY	ALEX MARIN STREET LIGHT	300.00
05/21/2024	53459	DELTA DENTAL PLAN	RETIREE BENIFITS JUNE 2024	521.27
05/21/2024	53460	ENERGY REDUCTION COALITION	EXCESS BENEFIT PAYMENT JUNE 2024	1,149.08
05/21/2024	53461	FORREST, JACQUELINE	REIMBURSE MILLAGE FOR MCAT CLASSES & TES	578.70
05/21/2024	53462	GENESEE CTY DRAIN COMMISSION	03/27/24-04/24/24- WATER RTS WATER COMMO	110,916.06
05/21/2024	53463	GRAND TRUNK WESTERN RAILROAC	RR CROSSING MAINTENANCE 5/1/24-4/30/25	3,459.00
05/21/2024	53464	HYDRO DESIGNS INC	CROSS CONNECTION PROGRAM FY2024 FEB-APRI	1,071.00
			CROSS CONNECTION PROGRAM FY2024 FEB-JUNE	3,975.00
				<u>3,975.00</u>

				5,046.00
05/21/2024	53465	JASON BOYD	BOYDS LAWN & LANDSCAPING	610.00
			BOYDS LAWN & LANDSCAPING	730.00
			BOYDS LAWN & LANDSCAPING	960.00
				<u>2,300.00</u>
05/21/2024	53466	JOHNS TRUCK SERVICE	INSTALL NEW MUFFLER	880.78
			TURBO BOOST SENSOR	516.15
			REPLACE FUEL LINES	250.00
				<u>1,646.93</u>
05/21/2024	53467	KIMBERLY LYNCH	SUPPLEMENTAL FINANCE 4/15/24-5/12/24	5,000.00
05/21/2024	53468	KLEE MFG & DIST	FLAGS FOR VETERANS MEMORIAL (7)	512.50
05/21/2024	53469	METRO POLICE AUTH OF GENESEE	(APRIL 2024 ORD. FEES	2,820.84
05/21/2024	53470	MOLLY MAID OF METAMORA LLC	CLEANING CITY HALL-MAY 10 2024	186.00
05/21/2024	53471	OHM ADVISORS	CULVERT INVENTORY THROUGH 4/27/24	1,001.00
			SAFE ROUTES TO SCHOOL CONSTRUCTION ENGIN	265.43
				<u>1,266.43</u>
05/21/2024	53472	PARAGON LABORATORIES INC	WATER SAMPLES WO SWARTZ CREEK	597.00
			WATER SAMPLES WO SWARTZ CREEK	433.00
				<u>1,030.00</u>



05/21/2024	53473	STATE OF MICHIGAN DEPT TRANS	SAFE ROUTES TO SCHOOL/ PROJECT# 23A0281/	33,003.90
05/21/2024	53474	SUBURBAN AUTO SUPPLY	(2) 1000CCA BATTERY FOR STREET SWEEPER	339.98
			(2) AIR BRAKE FITTINGS FOR STREET SWEEPE	9.58
			ROSIN CORE SOLDER	16.69
			AIR & OIL FILTER & OIL	77.65
				<u>443.90</u>
05/21/2024	53475	SUPER FLITE OIL CO INC	FUEL - DPW	1,213.51
05/21/2024	53476	SUPERIOR PLUMBING & CONSTRUC	5379 SEYMOUR RD ROBERTA COBB CHANGE OUT	285.00
05/21/2024	53477	THOMAS WILLIAM BIGELOW	LAYOUT & PAINT 5 PICKELBALL COURTS	1,250.00
05/21/2024	53478	VERIZON WIRELESS	MONTHLY INVOICE MAY 2024	335.58
GEN TOTALS:				
Total of 81 Checks:				326,253.31
Less 0 Void Checks:				0.00
Total of 81 Disbursements:				<u>326,253.31</u>

**Public Works**  
**Monthly Work Orders**

06/03/24

Work Order #	Location ID	Customer Name	Date Recd	Type
Work Order Status		Service Address	Date Comp	
24-000051 COMPLETED	MY10-004301-0000-02	HATFIELD, BARBARA 4301 MAYA LN	05/03/24 05/03/24	WATER LEAK
24-000052 COMPLETED	AL10-004260-0000-02	WILLIAMS, SYLVIA 4260 ALEX MARIN DR	05/24/24 05/24/24	WATER LEAK
24-000053 COMPLETED	WI10-005316-0000-02	JMZ PROPERTIES, LLC 5316 WINSHALL DR	05/28/24 05/28/24	WATER LEAK
24-000054 COMPLETED	WI10-005316-0000-02	JMZ PROPERTIES, LLC 5316 WINSHALL DR	05/31/24 05/31/24	WATER TURN OFF
BXRP24-0230 COMPLETED	MY10-004301-0000-02	HATFIELD, BARBARA 4301 MAYA LN	05/03/24 05/03/24	CURB BOX REPAIR
BXRP24-0231 COMPLETED	LU10-009128-0000-04	BROOKINS. COLETTE 9128 LUEA LN	05/13/24 05/14/24	CURB BOX REPAIR
BXRP24-0232 COMPLETED	ST10-006333-0000-02	MCLEAN, KENNETH 6333 ST CHARLES PASS	05/14/24 05/14/24	CURB BOX REPAIR
BXRP24-0233 COMPLETED	PA10-007141-0000-01	HUGAN, JIM 7141 PARK RIDGE PKY	05/28/24 05/28/24	CURB BOX REPAIR
CBRP24-0024	JE10-004107-0000-01	WURTZ, SALLY 4107 JENNIE LN	05/02/24	CATCH BASIN REPAIR
CBRP24-0025	MI10-006192-0000-01	POLASEK, JAMES 6192 MILLER RD	05/23/24	CATCH BASIN REPAIR
CKME24-0578 COMPLETED	LU10-009043-0000-02	PHELAN, MARK & KIMBERLY 9043 LUEA LN	05/03/24 05/03/24	CHECK METER
CKME24-0579 COMPLETED	FI10-005030-0000-01	MOENCH, JENNIE 5030 FIRST ST	05/02/24 05/02/24	CHECK METER
CKME24-0580 COMPLETED	LU10-009031-0000-02	BEBEE, CAROLE 9031 LUEA LN	05/02/24 05/02/24	CHECK METER
CKME24-0581 COMPLETED	LU10-009044-0000-01	HOVIS, VERNON 9044 LUEA LN	05/02/24 05/02/24	CHECK METER
CKME24-0582 COMPLETED	CH20-009214-0000-01	HURT, DAVID 9214 CHESTERFIELD DR	05/02/24 05/02/24	CHECK METER
CKME24-0583 COMPLETED	HI10-009229-0000-03	SWANN, BRENDA 9229 HILL RD	05/07/24 05/07/24	CHECK METER
CKME24-0584 COMPLETED	BI10-005204-0000-02	PAVKOVICH, MARCIA ANN 5204 BIRCHCREST DR	05/15/24 05/15/24	CHECK METER
CKME24-0585 COMPLETED	SP10-004270-0000-02	COLLARD, RAYMOND 4270 SPRINGBROOK DR	05/20/24 05/20/24	CHECK METER
DRAN24-0104 COMPLETED	WO10-005359-0000-04	WILLIAMS, JOSEPH 5359 WORCHESTER DR	05/15/24 05/15/24	STORM DRAINS
FLAG24-0265 COMPLETED	CI10-008083-0000-01	CITY OF SWARTZ CREEK 8083 CIVIC DR	05/24/24 05/24/24	LOWER/RAISE FLAG

Work Order #	Location ID	Customer Name	Date Recd	Type
Work Order Status		Service Address	Date Comp	
FLAG24-0266 COMPLETED	CI10-008083-0000-01	CITY OF SWARTZ CREEK 8083 CIVIC DR	05/28/24 05/28/24	LOWER/RAISE FLAG
FNRD24-2302 COMPLETED	HT10-003346-0000-04	LIMBAN, CAROLYN M. 3346 HERITAGE BLVD	05/28/24 05/28/24	FINAL READ
GWO24-0710 COMPLETED	EL10-004125-0000-01	ELMS PARK 4125 ELMS RD	05/20/24 05/20/24	GENERIC WORK ORDEI
GWO24-0711 COMPLETED	OX10-005156-0000-07	ADAMS, NICHOLE L. 5156 OXFORD CT	05/21/24 05/21/24	GENERIC WORK ORDEI
LINE24-000001 COMPLETED	MI10-005370-0000-01	CARLSON, CARL 5370 MILLER RD	05/20/24 05/20/24	LINE TYPE
LINE24-000002 COMPLETED	MI10-008603-0000-04	BENALI HOLDINGS LLC 8603 MILLER RD	05/20/24 05/20/24	LINE TYPE
LINE24-000003 COMPLETED	MI10-006133-0000-09	MELFI, CHRIS 6133 MILLER RD	05/24/24 05/24/24	LINE TYPE
LINE24-000004 COMPLETED	VA10-005313-0000-01	TABACCHI, WILLIAM 5313 VALLEYVIEW DR	05/24/24 05/24/24	LINE TYPE
LINE24-000005 COMPLETED	MI10-008486-0000-01	LETAVIS, EDWARD 8486 MILLER RD	05/29/24 05/29/24	LINE TYPE
LINE24-000007 COMPLETED	YO10-009200-0000-02	MORELAND, RICHARD & M. HOPE 9200 YOUNG DR	05/29/24 05/29/24	LINE TYPE
LINE24-000008	BR20-006449-0000-02	DYN-AMERICA LAND INC 6449 BRISTOL RD	05/31/24	LINE TYPE
LNDS24-0182 COMPLETED	YO10-009225-0000-02	CROSS, ANDREA 9225 YOUNG DR	05/14/24 05/15/24	LANDSCAPING
LNDS24-0183 COMPLETED	CI10-008083-0000-01	CITY OF SWARTZ CREEK 8083 CIVIC DR	05/20/24 05/21/24	LANDSCAPING
LNDS24-0184 COMPLETED	CI10-008083-0000-01	CITY OF SWARTZ CREEK 8083 CIVIC DR	05/28/24 05/28/24	LANDSCAPING
MNT24-0455 COMPLETED	CI10-008095-0000-01	PERKINS LIBRARY 8095 CIVIC DR	05/02/24 05/02/24	BUILDING MAINTENAI
MNT24-0456 COMPLETED	CI10-008095-0000-01	PERKINS LIBRARY 8095 CIVIC DR	05/09/24 05/10/24	BUILDING MAINTENAI
MNT24-0457 COMPLETED	CI10-008083-0000-01	CITY OF SWARTZ CREEK 8083 CIVIC DR	05/14/24 05/17/24	BUILDING MAINTENAI
MNT24-0458 COMPLETED	CI10-008095-0000-01	PERKINS LIBRARY 8095 CIVIC DR	05/23/24 05/23/24	BUILDING MAINTENAI
MTRP24-0758 COMPLETED	CI10-008100-0000-01	PUBLIC SAFETY BUILDING 8100 CIVIC DR	05/03/24 05/03/24	METER REPAIR
SAMP24-0056 COMPLETED	MO10-005121-0000-01	SWARTZ CREEK DPW, CITY OF 5121 MORRISH RD	05/14/24 05/14/24	WATER SAMPLES
SAMP24-0057 COMPLETED	MO10-005121-0000-01	SWARTZ CREEK DPW, CITY OF 5121 MORRISH RD	05/21/24 05/21/24	WATER SAMPLES
SETM24-0123	EQ20-008059-SPRI-00	VETERAN'S MEMORIAL	05/15/24	SET METER

Work Order #	Location ID	Customer Name	Date Recd	Type
Work Order Status		Service Address	Date Comp	
COMPLETED		8059 PAUL FORTINO DR	05/15/24	
SI-000084	MI10-008077-0000-02	KALLAS, JULIE	05/16/24	SIGNS
COMPLETED		8077 MILLER RD	05/17/24	
SI-000085	MI10-008077-0000-02	KALLAS, JULIE	05/22/24	SIGNS
COMPLETED		8077 MILLER RD	05/23/24	
SWBK24-0105	SE20-005300-0000-04	HOFFMAN, COREY	05/06/24	SEWER BACKUP
COMPLETED		5300 SEYMOUR RD	05/06/24	
SWR24-0101	WO10-005351-0000-03	PHILLIPS, TYLER LEE	05/16/24	SEWER DRAIN PROBL
COMPLETED		5351 WORCHESTER DR	05/16/24	
WBKU24-0065	MI10-005499-0000-01	MEADOWS, GENESEE VALLEY	05/16/24	WATER BACK UP-CHEC
COMPLETED		5499 MILLER RD	05/16/24	
WOFF24-2756	MI10-007336-0000-01	SPOONER, BRYAN	05/10/24	WATER TURN OFF
COMPLETED		7336 MILLER RD	05/10/24	
WOFF24-2757	CR10-008083-0000-09	LINGENFELTER, KAITLYN	05/20/24	WATER TURN OFF
COMPLETED		8083 CRAPO ST	05/20/24	
WOFF24-2758	MO10-004379-0000-03	THOMAS, MARY	05/20/24	WATER TURN OFF
COMPLETED		4379 MORRISH RD	05/20/24	
WOFF24-2759	MO10-005138-0000-06	BROWN, MICHELLE	05/20/24	WATER TURN OFF
COMPLETED		5138 MORRISH RD	05/20/24	
WOFF24-2760	CA10-008353-0000-03	SCHOTTEN, RHONDA	05/20/24	WATER TURN OFF
COMPLETED		8353 CAPPY LN	05/20/24	
WOFF24-2761	MI10-007493-0000-06	PARROTT, JEFF	05/20/24	WATER TURN OFF
COMPLETED		7493 MILLER RD	05/20/24	
WOFF24-2762	MI10-007468-0000-03	CREED, LOREN	05/20/24	WATER TURN OFF
COMPLETED		7468 MILLER RD	05/20/24	
WOFF24-2763	AB10-007074-0000-02	PASSMORE, CHESSIE	05/20/24	WATER TURN OFF
COMPLETED		7074 ABBEY LN	05/20/24	
WOFF24-2764	MI10-007417-0000-02	VAN SLYKE-SMITH, KIMBERLY	05/20/24	WATER TURN OFF
COMPLETED		7417 MILLER RD	05/20/24	
WOFF24-2765	LO10-004176-0000-01	JUNIOR, ADRIAN	05/20/24	WATER TURN OFF
COMPLETED		4176 LOCUST LN	05/20/24	
WOFF24-2766	MI10-007067-0000-03	DEMPSEY, WILLIAM & MYERS, SC	05/20/24	WATER TURN OFF
COMPLETED		7067 MILLER RD	05/20/24	
WOFF24-2767	LU10-009034-0000-05	WEINGARTZ, AMY	05/20/24	WATER TURN OFF
COMPLETED		9034 LUEA LN	05/20/24	
WOFF24-2768	DU10-005320-0000-01	HARBURN, MICHAEL	05/21/24	WATER TURN OFF
COMPLETED		5320 DURWOOD DR	05/21/24	
WOFF24-2769	MI10-005420-0000-08	HARRIS, ANDREW	05/22/24	WATER TURN OFF
COMPLETED		5420 MILLER RD	05/22/24	
WPRESS24-000058	HI10-009267-0000-04	POTTER, JOSEPH S	05/02/24	WATER PRESSURE
CANCELLED		9267 HILL RD	05/02/24	
WPRESS24-000059	HI10-009261-0000-05	CAVETTE, JEFFREY	05/02/24	WATER PRESSURE
COMPLETED		9261 HILL RD	05/02/24	

Work Order #	Location ID	Customer Name	Date Recd	Type
Work Order Status		Service Address	Date Comp	
WPRESS24-000060 COMPLETED	MI10-005499-0000-01	MEADOWS, GENESEE VALLEY 5499 MILLER RD	05/20/24 05/20/24	WATER PRESSURE
WPRESS24-000061 COMPLETED	MY10-004301-0000-02	HATFIELD, BARBARA 4301 MAYA LN	05/28/24 05/29/24	WATER PRESSURE
WTON24-1685 COMPLETED	HE10-005154-0000-08	FAVARA, ETHAN & RORRER, HANN 5154 HELMSLEY DR	05/02/24 05/02/24	WATER TURN ON
WTON24-1686 COMPLETED	MI10-007336-0000-01	SPOONER, BRYAN 7336 MILLER RD	05/10/24 05/10/24	WATER TURN ON
WTON24-1687 COMPLETED	AB10-007074-0000-02	PASSMORE, CHESSIE 7074 ABBEY LN	05/20/24 05/20/24	WATER TURN ON
WTON24-1688 COMPLETED	MO10-004379-0000-03	THOMAS, MARY 4379 MORRISH RD	05/21/24 05/21/24	WATER TURN ON
WTON24-1689 COMPLETED	CR10-008083-0000-09	LINGENFELTER, KAITLYN 8083 CRAPO ST	05/21/24 05/21/24	WATER TURN ON
WTON24-1690 COMPLETED	MI10-007468-0000-03	CREED, LOREN 7468 MILLER RD	05/21/24 05/21/24	WATER TURN ON
WTON24-1691 COMPLETED	CA10-008353-0000-03	SCHOTTEN, RHONDA 8353 CAPPY LN	05/21/24 05/21/24	WATER TURN ON
WTON24-1692 COMPLETED	DU10-005320-0000-01	HARBURN, MICHAEL 5320 DURWOOD DR	05/21/24 05/21/24	WATER TURN ON
WTON24-1693 COMPLETED	MO10-005138-0000-06	BROWN, MICHELLE 5138 MORRISH RD	05/21/24 05/21/24	WATER TURN ON
WTON24-1694 COMPLETED	MI10-007493-0000-06	PARROTT, JEFF 7493 MILLER RD	05/22/24 05/22/24	WATER TURN ON
WTON24-1695 COMPLETED	MI10-007067-0000-03	DEMPSEY, WILLIAM & MYERS, SC 7067 MILLER RD	05/24/24 05/24/24	WATER TURN ON
WTON24-1696 COMPLETED	MI10-005420-0000-08	HARRIS, ANDREW 5420 MILLER RD	05/31/24 05/31/24	WATER TURN ON

Total Records: 77

Report Generated: 6/3/2024 9:31 AM

Report Options: Scheduled From: 5/1/2024 To: 5/31/2024

# City of Swartz Creek

## Building Permit List

2024

Permit No.	Date	Applicant	Phone	Tax ID No.	Value of Const/Permit Fee	Location	Type of Construction
<b>Building</b>							
PB2400019	05/13/24	Jeffery A. Scott Architects P.C.	(248) 476 8800	58-36-576-012	\$495,000	\$2,050.00	7084 MILLER RD 48473-Com Add/Alter/Repair
PB2400025	05/01/24	VAN ARSDALE, KEVIN & TI		58-36-530-002	\$4,095	\$165.00	7221 PARK RIDGE PKWY 48473-Res Deck
PB2400027	05/01/24	Mester Exteriors	(517) 281 3088	58-03-533-167	\$8,000	\$100.00	5227 DURWOOD DR 48473-Roofing
PB2400029	05/07/24	Allied Signs, Inc.	(586) 791 7900	58-36-677-001	\$35,625	\$242.00	7084 MILLER RD 48473-Sign
PB2400030	05/06/24	Majic Window Co	(248) 668 4212	58-36-527-018	\$29,822	\$224.00	7055 PARK RIDGE PKWY 48473-Window Replacement
PB2400031	05/13/24	Lockhart Roofing Co.	(810) 235 9866	58-03-526-013	\$10,470	\$100.00	9112 CHESTERFIELD DR 48473-Roofing
PB2400032	05/23/24	Lockhart Roofing Co.	(810) 235 9866	58-02-502-032	\$0	\$100.00	5221 WORCHESTER DR 48473-Roofing
PB2400033	05/23/24	Lockhart Roofing Co.	(810) 235 9866	58-02-503-043	\$0	\$100.00	8359 CAPPY LN 48473-Roofing
PB2400034	05/13/24	Cornerstone Building Co.	(810) 265 6922	58-30-651-088	\$194,100	\$1,136.00	3304 HERITAGE BLVD 48473-Res Single Family
PB2400035	05/17/24	SP Powells Sand & Soil LLC	(810) 639 7516	58-02-100-003	\$0	\$290.00	8541 MILLER RD 48473-Demolish Structure
PB2400036	05/22/24	Planc Services	(734) 246 3955	58-36-526-072	\$8,699	\$155.00	4072 ELMS RD 48473-Window Replacement
PB2400037	05/30/24	Northstar Builders, LLC	(810) 333 0069	58-35-776-175	\$9,000	\$205.00	175 BROOKFIELD 48473-Res Add/Alter/Repair
<b>Total:</b>		<b>12 Permits</b>		<b>Value: \$794,811</b>		<b>Fee Total: \$4,867.00</b>	Total Number of Dwelling Units 1

### Electrical

PE2400015	05/07/24	Allied Signs, Inc.	(586) 791 7900	58-36-677-001	\$0	\$208.00	7084 MILLER RD 48473-Electrical
PE2400016	05/02/24	LJ Inc.	(810) 644 7769	58-35-576-047	\$0	\$146.00	8010 MILLER RD 48473-Electrical
PE2400017	05/02/24	LJ Inc.	(810) 644 7769	58-35-576-046	\$0	\$146.00	8012 MILLER RD 48473-Electrical
PE2400019	05/13/24	T & M Electric LLC	(810) 424 0652	58-36-530-002	\$0	\$140.00	7221 PARK RIDGE PKWY 48473-Electrical
PE2400020	05/09/24	7049 MILLER RD LLC	(810) 691 2491	58-36-577-011	\$0	\$205.00	7049 MILLER RD 48473-Electrical
PE2400021	05/21/24	A & DC Controls Inc	(248) 444 0030	58-36-576-012	\$0	\$330.00	7084 MILLER RD 48473-Electrical
PE2400023	05/24/24	State Electric Company	(866) 976 8890	58-30-651-003	\$0	\$230.00	6379 AUGUSTA ST 48473-Electrical

06/03/24

# City of Swartz Creek Building Permit List

2024

Permit No.	Date	Applicant	Phone	Tax ID No.	Value of Const/Permit Fee	Location	Type of Construction
<b>Total:</b>		<b>7 Permits</b>		<b>Value: \$0</b>		<b>Fee Total: \$1,405.00</b>	Total Number of Dwelling Units 0

## Mechanical

PM240009	05/30/24	Professional Heating & Cooling	(248) 634 9312	58-35-576-047	\$0	\$255.00	8010 MILLER RD 48473-Mechanical
PM240019	05/06/24	Goyette Mechanical	(810) 742 8530	58-03-527-001	\$0	\$160.00	9159 CHESTERFIELD DR 48473-Mechanical
PM240020	05/03/24	David Michael Plumbing, INC		58-31-526-015	\$0	\$160.00	6189 BRISTOL RD 48473-Mechanical
PM240021	05/02/24	Holland Heating & Cooling	(810) 653 4328	58-03-533-022	\$0	\$160.00	5311 SEYMOUR RD 48473-Mechanical
PM240022	05/06/24	D & T Heating & Cooling	(810) 266 5167	58-36-676-093	\$0	\$390.00	4247 ALEX MARIN DR 48473 Mechanical
PM240023	05/14/24	Goyette Mechanical	(810) 742 8530	58-36-300-025	\$0	\$550.00	4413 MORRISH RD 48473-Mechanical
PM240024	05/29/24	Richard Holland	(810) 653 4328	58-03-626-019	\$0	\$190.00	9115 LUEA LN 48473-Mechanical
PM240025	05/23/24	Hawkins Heating & Cooling	(810) 268 0009	58-30-651-052	\$0	\$195.00	6235 ST CHARLES PASS 48473-Mechanical
PM240026	05/14/24	Louis O. Blessing	(810) 694 4861	58-36-651-174	\$0	\$160.00	4290 SPRINGBROOK DR 48473-Mechanical
<b>Total:</b>		<b>9 Permits</b>		<b>Value: \$0</b>		<b>Fee Total: \$2,220.00</b>	Total Number of Dwelling Units 0

## Plumbing

PP240012	05/03/24	David Michael Plumbing, INC		58-03-532-008	\$0	\$135.00	5154 HELMSLEY DR 48473-Plumbing
PP240013	05/17/24	D & M Plumbing Specialists, In	(248) 666 3300	58-36-576-012	\$0	\$166.00	7084 MILLER RD 48473-Plumbing
<b>Total:</b>		<b>2 Permits</b>		<b>Value: \$0</b>		<b>Fee Total: \$301.00</b>	Total Number of Dwelling Units 0

## Right of Way

PROW-0105	05/07/24	CONSUMERS ENERGY COR		58-35-576-047	\$0	\$100.00	8010 MILLER RD 48473-Right of Way
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# City of Swartz Creek Building Permit List 2024

Permit No.	Date	Applicant	Phone	Tax ID No.	Value of Const/Permit Fee	Location	Type of Construction
PROW-0306	05/13/24	CONSUMERS ENERGY COR		58-29-300-012	\$0	\$100.00	5301 MILLER RD 48473-Right of way
PROW-0307	05/13/24	Cornerstone Building Co.	(810) 265 6922	58-30-651-088	\$0	\$100.00	3304 HERITAGE BLVD 48473-Right of way
<b>Total:</b>		<b>3 Permits</b>	<b>Value: \$0</b>		<b>Fee Total:</b>	<b>\$300.00</b>	Total Number of Dwelling Units 0

**Zoning**

PZ24-0006	05/06/24	HAWRYLO, LUKE	(810) 275 4412	58-02-526-092	\$1,500	\$25.00	8295 MILLER RD 48473-Shed
<b>Total:</b>		<b>1 Permits</b>	<b>Value: \$1,500</b>		<b>Fee Total:</b>	<b>\$25.00</b>	Total Number of Dwelling Units 0

**Permit Total: 34                      Value: \$796,311                      Fee Total: \$9,118.00**

Permit.DateIssued Between 5/1/2024 12:00:00 AM AND 5/31/2024 11:59:59 PM



# Inspection List

Address	Parcel Number	Inspection Type	Scheduled	Completed	Result
7084 MILLER RD	58-36-576-012	Status	05/01/2024	05/01/2024	No Change
4301 ELMS RD	58-31-551-006	Status	05/01/2024	05/01/2024	No Change
4315 ELMS RD	58-31-551-005	Status	05/01/2024	05/01/2024	No Change
6217 BAINBRIDGE DR	58-30-651-099	Rough	05/01/2024	05/01/2024	Approved
7084 MILLER RD	58-36-576-012	Citation	05/02/2024	05/02/2024	Complied
4301 ELMS RD	58-31-551-006	Citation	05/02/2024	05/02/2024	Complied
4315 ELMS RD	58-31-551-005	Citation	05/02/2024	05/02/2024	Complied
4505 MORRISH RD	58-36-552-003	Final	05/02/2024	05/02/2024	Approved
4505 MORRISH RD	58-36-552-003	Final	05/02/2024	05/02/2024	Approved
5067 SCHOOL ST	58-02-526-010	Final Zoning	05/06/2024	05/06/2024	Approved
67 ASHLEY CIR	58-35-776-067	Post Hole	05/06/2024	05/06/2024	Approved
5154 HELMSLEY DR	58-03-532-008	Final	05/07/2024	05/07/2024	Approved
5227 DURWOOD DR	58-03-533-167	Final	05/07/2024	05/07/2024	Approved
4251 ALEX MARIN DR	58-36-676-094	Rough	05/07/2024	05/07/2024	Approved
7084 MILLER RD	58-36-576-012	Final	05/08/2024	05/08/2024	Approved
5403 SEYMOUR RD	58-03-533-033	Site Inspection	05/09/2024	05/09/2024	Violation(s)
6217 BAINBRIDGE DR	58-30-651-099	Insulation	05/09/2024	05/09/2024	Approved
5354 MILLER RD	58-29-551-014	Initial	05/09/2024	05/09/2024	Violation(s)
7103 MILLER RD	58-36-577-017	Follow Up	05/09/2024	05/09/2024	Complied
5331 GREENLEAF DR	58-03-533-099	Initial	05/09/2024	05/09/2024	Violation(s)
5132 WINSHALL DR	58-02-503-082	Initial	05/09/2024	05/09/2024	Complied
7127 ABBEY LN	58-36-526-045	Site Inspection	05/13/2024	05/13/2024	No Violation
7049 MILLER RD	58-36-577-011	Service	05/13/2024	05/13/2024	Disapproved
5044 SECOND ST	58-01-502-035	Ordinance	05/14/2024	05/14/2024	No Violation
4035 ELMS RD	58-31-501-004	Ordinance	05/14/2024	05/14/2024	No Violation
6235 ST CHARLES PASS	58-30-651-052	Final Zoning-Admin	05/14/2024	05/14/2024	Approved
5393 DON SHENK DR	58-03-579-013	Ordinance	05/14/2024	05/14/2024	Complied
5311 SEYMOUR RD	58-03-533-022	Final	05/14/2024	05/14/2024	Approved
4247 ALEX MARIN DR	58-36-676-093	Rough	05/14/2024	05/14/2024	Disapproved
9159 CHESTERFIELD DR	58-03-527-001	Final	05/14/2024	05/14/2024	Approved
7221 PARK RIDGE PKWY	58-36-530-002	Final	05/14/2024	05/14/2024	Approved
4251 ALEX MARIN DR	58-36-676-094	Rough	05/14/2024	05/14/2024	Approved
4505 MORRISH RD	58-36-552-003	Final	05/14/2024	05/14/2024	Disapproved
6061 MILLER RD	58-31-200-011	Status	05/15/2024		
8010 MILLER RD	58-35-576-047	Service	05/15/2024	05/15/2024	Approved
8012 MILLER RD	58-35-576-046	Service	05/15/2024	05/15/2024	Approved

# Inspection List

Address	Parcel Number	Inspection Type	Scheduled	Completed	Result
5482 MILLER RD	58-29-551-003	Letter	05/16/2024		
9263 CEDAR CREEK CT	58-03-627-001	Letter	05/16/2024		
7335 MILLER RD	58-36-300-033	Letter	05/16/2024		
4124 JENNIE LN	58-36-526-013	Final	05/16/2024	05/16/2024	Approved
8603 MILLER RD	58-02-100-009	Rough	05/16/2024	05/16/2024	Partially Approv
4247 ALEX MARIN DR	58-36-676-093	Rough-Reinspection	05/16/2024	05/16/2024	Approved
4247 ALEX MARIN DR	58-36-676-093	Rough	05/16/2024	05/16/2024	Approved
7221 PARK RIDGE PKWY	58-36-530-002	Final	05/16/2024	05/16/2024	Approved
8603 MILLER RD	58-02-100-009	Rough Above Ceilin	05/16/2024	05/16/2024	Approved
8366 CAPPY LN	58-02-503-035	Follow Up	05/16/2024	05/16/2024	Partially Comple
5170 MORRISH RD 2	58-02-530-044	Follow Up	05/16/2024	05/16/2024	No Change
4029 JENNIE LN	58-36-526-060	Follow Up	05/16/2024	05/16/2024	Complied
8059 MAPLE ST	58-02-530-014	Initial	05/16/2024	05/16/2024	Violation(s)
7221 PARK RIDGE PKWY	58-36-530-002	Post Hole	05/20/2024	05/20/2024	Approved
4247 ALEX MARIN DR	58-36-676-093	Rough	05/20/2024	05/20/2024	Approved
7484 WADE ST	58-01-502-047	Ordinance	05/21/2024	05/21/2024	Complied
4251 ALEX MARIN DR	58-36-676-094	Rough	05/21/2024	05/21/2024	Approved
67 ASHLEY CIR	58-35-776-067	Final	05/21/2024	05/21/2024	Approved
5151 WINSHALL DR	58-02-503-092	Final	05/23/2024	05/23/2024	Approved
84 ASHLEY CIR	58-35-776-084	Final	05/23/2024	05/23/2024	Approved
8603 MILLER RD	58-02-100-009	Rough-Interior Wall:	05/23/2024	05/23/2024	Partially Approv
8603 MILLER RD	58-02-100-009	Rough-Interior Wall:	05/23/2024	05/23/2024	Approved
5044 SECOND ST	58-01-502-035	Status	05/28/2024	05/28/2024	No Violation
8064 MAPLE ST	58-02-530-031	Ordinance	05/28/2024	05/28/2024	Violation(s)
4318 MORRISH RD	58-35-576-015	Ordinance	05/28/2024	05/28/2024	Violation(s)
8486 MILLER RD	58-35-551-006	Final-Reinspection	05/28/2024	05/28/2024	Approved
4193 HICKORY LN	58-36-530-005	Final	05/28/2024	05/28/2024	Approved
4247 ALEX MARIN DR	58-36-676-093	Insulation	05/28/2024	05/23/2024	Canceled
4251 ALEX MARIN DR	58-36-676-094	Insulation	05/28/2024	05/28/2024	Approved
4057 JENNIE LN	58-36-526-043	Final Zoning-Admin	05/29/2024	05/29/2024	Approved
4057 JENNIE LN	58-36-526-043	Final Zoning	05/29/2024	05/29/2024	Approved
5166 DURWOOD DR	58-03-533-145	Final Zoning-Admin	05/29/2024	05/29/2024	Approved
5152 DURWOOD DR	58-03-533-146	Final Zoning-Admin	05/29/2024	05/29/2024	Approved
7484 WADE ST	58-01-502-047	Site Inspection	05/29/2024	05/29/2024	No Violation
8603 MILLER RD	58-02-100-009	Rough	05/29/2024	05/29/2024	Approved
8603 MILLER RD	58-02-100-009	Rough	05/29/2024	05/29/2024	Approved

# Inspection List

Address	Parcel Number	Inspection Type	Scheduled	Completed	Result
7221 PARK RIDGE PKWY	58-36-530-002	Final	05/29/2024	05/29/2024	Approved
7048 MILLER RD	58-36-576-013	Final	05/29/2024	05/29/2024	Approved
7493 MILLER RD	58-01-501-001	Ordinance	05/30/2024		
7084 MILLER RD	58-36-576-012	Rough	05/30/2024	05/30/2024	Approved
7084 MILLER RD	58-36-576-012	Underground-Sushi	05/30/2024	05/30/2024	Approved
4366 MORRISH RD	58-35-576-010	Final	05/30/2024	05/30/2024	Approved
8390 MILLER RD	58-35-300-008	Initial	05/30/2024	06/03/2024	Complied
8390 MILLER RD 2	58-35-300-008	Initial	05/30/2024	06/03/2024	Complied
8390 MILLER RD 3	58-35-300-008	Initial	05/30/2024	06/03/2024	Complied

**Inspections: 81**

Population: All Records

Inspection.DateTimeScheduled Between 5/1/2024 12:00:00 AM AND 5/31/2024 11:59:59 PM

# Enforcements By Category

06/03/24

## BLIGHT

Enforcement Number	Address	Status	Filed	Closed
E24-051	4318 MORRISH RD	Violation	05/28/24	
E24-029	5044 SECOND ST	Closed	05/07/24	05/14/24
E24-053	7224 PARK RIDGE PKWY	Inspection Pending	05/30/24	
E24-036	7484 WADE ST	Closed	05/15/24	05/21/24
<b>Total Entries: 4</b>				

## BUILDING VIOLATIONS

Enforcement Number	Address	Status	Filed	Closed
E24-033	7127 ABBEY LN	No Violation	05/13/24	05/13/24
E24-030	5403 SEYMOUR RD	Inspection Pending	05/07/24	
E24-052	7512 GROVE ST	Inspection Pending	05/30/24	
<b>Total Entries: 3</b>				

## OCCUPANCY

Enforcement Number	Address	Status	Filed	Closed
E24-049	8064 MAPLE ST	Violation	05/28/24	
<b>Total Entries: 1</b>				

## PARKING

Enforcement Number	Address	Status	Filed	Closed
E24-031	4035 ELMS RD	Closed	05/09/24	05/14/24
<b>Total Entries: 1</b>				

## SIGNS

Enforcement Number	Address	Status	Filed	Closed
E24-038	9263 CEDAR CREEK CT	Inspection Pending	05/15/24	

# Enforcements By Category

06/03/24

**Total Entries: 1**

## WEED COMPLAINT

Enforcement Number	Address	Status	Filed	Closed
E24-043	5429 WINSHALL DR	Inspection Pending	05/20/24	
E24-032	5403 SEYMOUR RD	Inspection Pending	05/09/24	
E24-047	5323 MILLER RD	Inspection Pending	05/28/24	
E24-044	7133 BRISTOL RD	Inspection Pending	05/20/24	
E24-046	7512 GROVE ST	Closed	05/22/24	05/28/24
E24-045	7317 BRISTOL RD	Inspection Pending	05/20/24	
E24-035	5044 SECOND ST	Closed	05/13/24	05/20/24
E24-050	5044 SECOND ST	Complete	05/28/24	05/30/24
E24-040	4322 ELMS RD	Inspection Pending	05/16/24	
E24-041	ELMS RD	Inspection Pending	05/16/24	
E24-042	8040 MAPLE ST	Inspection Pending	05/17/24	
E24-034	6285 ARLINGTON DR	Inspection Pending	05/13/24	
E24-048	5428 MILLER RD	Inspection Pending	05/28/24	

**Total Entries: 13**

## ZONING

Enforcement Number	Address	Status	Filed	Closed
E24-039	7335 MILLER RD	Violation	05/15/24	
E24-037	5482 MILLER RD	Violation	05/15/24	

**Total Entries: 2**

**Total Records: 25**

Population: All Records

Enforcement.DateFiled Between 5/1/2024 12:00:00 AM AND 5/31/2024 11:59:00 AM

# Certificates With Inspections

06/03/2024

Certificate Number	Address	Date Applied	Since	Issued	Last Inspection	Expires	Status
CR240022	8390 MILLER RD	05/13/2024	05/13/2024	05/13/2024	06/03/2024	05/13/2026	Certified
Initial	JFORREST	Corey Jarbeau	Completed	Complied			
CR240023	8390 MILLER RD 2	05/13/2024	05/13/2024	05/13/2024	06/03/2024	05/13/2026	Certified
Initial	JFORREST	Corey Jarbeau	Completed	Complied			
CR240024	8390 MILLER RD 3	05/13/2024	05/13/2024	05/13/2024	06/03/2024	05/13/2026	Certified
Initial	JFORREST	Corey Jarbeau	Completed	Complied			
CR240025	8408 MILLER RD	05/24/2024	05/24/2024	05/28/2024		05/28/2026	Suspended
Initial	JKEY	Corey Jarbeau	Scheduled				

Population: All Records

Record Count: 4

Certificate.DateIssued Between 5/1/2024 12:00:00 AM  
AND 5/31/2024 11:59:59 PM

OFFICE OF ECONOMIC DEVELOPMENT  
TRANSPORTATION ECONOMIC DEVELOPMENT FUND

**CATEGORY B: COMMUNITY SERVICE INFRASTRUCTURE FUND APPLICATION**

SECTION ONE: APPLICANT INFORMATION			
CITY OR VILLAGE NAME	MAILING ADDRESS	ZIP CODE	COUNTY
CONTACT PERSON	CONTACT TITLE	E-MAIL ADDRESS	
ALTERNATE CONTACT PERSON	PHONE NUMBER/ EXTENSION /	E-MAIL ADDRESS	
STATE SENATOR	STATE SENATE DISTRICT NO.	STATE REP.	STATE REP. DISTRICT NO.

SECTION TWO: PROJECT INFORMATION			
1) STREET NAME	PROPOSED PROJECT LIMITS (Using nearest cross streets)	LINEAR LENGTH OF PROJECT	
ROADWAY CLASSIFICATION	PASER RATING	DAILY AVERAGE TRAFFIC COUNT	CONSTRUCTION COST
DESCRIPTION OF PROPOSED WORK; include specific treatment method with details such as quantities (ie patching) and/or depth (ie mill/fill), where applicable.			
<p>IS ANY ADDITIONAL RIGHT-OF-WAY NEEDED FOR THE PROJECT(S)?      YES      NO      IF YES, PLEASE BRIEFLY DESCRIBE.</p>			
2) STREET NAME	PROPOSED PROJECT LIMITS (Using nearest cross streets)	LINEAR LENGTH OF PROJECT	
ROADWAY CLASSIFICATION	PASER RATING	DAILY AVERAGE TRAFFIC COUNT	CONSTRUCTION COST
DESCRIPTION OF PROPOSED WORK; include specific treatment method with details such as quantities (ie patching) and/or depth (ie mill/fill), where applicable.			
<p>IS ANY ADDITIONAL RIGHT-OF-WAY NEEDED FOR THE PROJECT(S)?      YES      NO      IF YES, PLEASE BRIEFLY DESCRIBE.</p>			

3) STREET NAME	PROPOSED PROJECT LIMITS (Using nearest cross streets)	LINEAR LENGTH OF PROJECT	
ROADWAY CLASSIFICATION	PASER RATING	DAILY AVERAGE TRAFFIC COUNT	CONSTRUCTION COST

DESCRIPTION OF PROPOSED WORK; include specific treatment method with details such as quantities (ie patching) and/or depth (ie mill/fill), where applicable.

IS ANY ADDITIONAL RIGHT-OF-WAY NEEDED FOR THE PROJECT(S)?      YES      NO      IF YES, PLEASE BRIEFLY DESCRIBE.

4) STREET NAME	PROPOSED PROJECT LIMITS (Using nearest cross streets)	LINEAR LENGTH OF PROJECT	
ROADWAY CLASSIFICATION	PASER RATING	DAILY AVERAGE TRAFFIC COUNT	CONSTRUCTION COST

DESCRIPTION OF PROPOSED WORK; include specific treatment method with details such as quantities (ie patching) and/or depth (ie mill/fill), where applicable.

IS ANY ADDITIONAL RIGHT-OF-WAY NEEDED FOR THE PROJECT(S)?      YES      NO      IF YES, PLEASE BRIEFLY DESCRIBE.

5) STREET NAME	PROPOSED PROJECT LIMITS (Using nearest cross streets)	LINEAR LENGTH OF PROJECT	
ROADWAY CLASSIFICATION	PASER RATING	DAILY AVERAGE TRAFFIC COUNT	CONSTRUCTION COST

DESCRIPTION OF PROPOSED WORK; include specific treatment method with details such as quantities (ie patching) and/or depth (ie mill/fill), where applicable.

IS ANY ADDITIONAL RIGHT-OF-WAY NEEDED FOR THE PROJECT(S)?      YES      NO      IF YES, PLEASE BRIEFLY DESCRIBE.



**SECTION THREE: PROJECT FUNDING**

1a) WILL THE PROPOSED PROJECT(S) BE PAIRED WITH OTHER NONPARTICIPATING INFRASTRUCTURE WORK? I.E., SEWER, WATER, ELECTRIC, OR OTHER?      YES      NO  
 IF YES, PLEASE BRIEFLY DESCRIBE NATURE OF WORK AND COST ESTIMATE: \$

1b) ARE FUNDS COMMITTED FOR THIS NONPARTICIPATING WORK?      YES      NO

2) ARE YOU APPLYING FOR ADDITIONAL FUNDING FOR ANY OF THE PROJECTS LISTED IN THIS APPLICATION?      YES      NO  
 IF YES, PLEASE PROVIDE

AGENCY NAME	ADDITIONAL FUNDING	AMOUNT REQUESTED	YEAR EXPECTED
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3) PROJECT COST CALCULATIONS AND GRANT REQUEST

- a. TOTAL CONSTRUCTION COSTS FROM SECTION 2: \$
- b. MAXIMUM GRANT AMOUNT NOT TO EXCEED 50% of SECTION 3.3a: \$
- c. MAXIMUM GRANT AMOUNT NOT TO EXCEED: \$250,000.00
- d. **THE LESSER OF 3b AND 3c = GRANT REQUEST: \$**
- e. **PARTICIPATING MATCH PROVIDED BY LOCAL AGENCY (AT LEAST 3a MINUS 3d): \$**      %\*
- f. TOTAL NONPARTICIPATING COST FROM SECTION 3.1a: \$
- g. TOTAL AGENCY FUNDING COMMITMENT (SECTION 3.1a PLUS SECTION 3.3a):      \*\*

\* If the project total comes in higher or lower than anticipated in this application, the final grant amount will be the lesser of the total grant award (3d) or the grant percentage (3e).

\*\* The resolution should note this dollar amount as committed by the local agency.

**SECTION FOUR: PROJECT IMPLEMENTATION**

1) PROPOSED PROJECT START DATE (mm/dd/yyyy):

2) WILL THE PROPOSED WORK BE PAIRED WITH OTHER ROADWORK BY ANOTHER AGENCY?      YES      NO  
 IF YES, PLEASE PROVIDE THE AGENCY NAME:

3) WILL YOUR AGENCY OVERSEE THE GRANT IMPLEMENTATION?      YES      NO      IF NO, WHO WILL OVERSEE THE GRANT IMPLEMENTATION? I.E., LOCAL AGENCY, CONSULTANT ENGINEERING FIRM, ETC.:

ADDITIONAL COMMENTS

REQUIRED DOCUMENT CHECKLIST

RESOLUTION OF SUPPORT	MAP	CONSTRUCTION ESTIMATES	PHOTOS
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NAME OF AUTHORIZED SIGNATORY FROM RESOLUTION	E-MAIL ADDRESS	PHONE NUMBER
--	----------------	--------------

SIGNATURE	DATE
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**City of Swartz Creek**  
**2025 Winchester Village Subdivision Improvements**  
**Cappy Lane & Don Shenk Drive**

<b>CATEGORY 1 - ROAD</b>					
1100001	Mobilization, Max	LSUM	1	\$ 160,000.00	\$ 160,000.00
2030011	Dr Structure, Rem	Ea	13	\$ 500.00	\$ 6,500.00
2030015	Sewer, Rem, Less than 24 inch	Ft	200	\$ 16.00	\$ 3,200.00
2047001	Curb and Gutter, Rem, Modified	Ft	8100	\$ 10.00	\$ 81,000.00
2047011	Pavt, Rem, Modified	Syd	10500	\$ 15.00	\$ 157,500.00
2050041	Subgrade Undercutting, Type II	Cyd	150	\$ 65.00	\$ 9,750.00
2057002	Machine Grading, Modified	Sta	47	\$ 500.00	\$ 23,500.00
2080036	Erosion Control, Silt Fence	Ft	800	\$ 4.00	\$ 3,200.00
3020016	Aggregate Base, 6 inch	Syd	2834	\$ 12.00	\$ 34,008.00
3020026	Aggregate Base, 10 inch	Syd	10800	\$ 15.00	\$ 162,000.00
3060020	Maintenance Gravel	Ton	110	\$ 30.00	\$ 3,300.00
3080005	Geotextile, Separator	Syd	12750	\$ 2.75	\$ 35,062.50
4030004	Dr Structure Cover, Adj, Case 1, Modified	Ea	5	\$ 250.00	\$ 1,250.00
4030010	Dr Structure Cover, Type B	Ea	3	\$ 925.00	\$ 2,775.00
4030025	Dr Structure Cover, Type D	Ea	4	\$ 900.00	\$ 3,600.00
4030050	Dr Structure Cover, Type K	Ea	12	\$ 1,000.00	\$ 12,000.00
4037050	Dr Structure, __inch	Ea	19	\$ 3,000.00	\$ 57,000.00
4037050	Dr Structure, Tap, __inch	Ea	20	\$ 600.00	\$ 12,000.00
4040083	Underdrain, Subgrade, Open-Graded, 6 inch	Ft	8500	\$ 12.50	\$ 106,250.00
4040091	Underdrain Outlet, 4 inch	Ft	20	\$ 30.00	\$ 600.00
5010002	Cold Milling HMA Surface	Syd	1150	\$ 4.00	\$ 4,600.00
5010008	Pavt for Butt Joints, Rem	Syd	77	\$ 20.00	\$ 1,540.00
5010025	Hand Patching	Ton	22	\$ 150.00	\$ 3,300.00
5012013	HMA, 3EML	Ton	1972	\$ 100.00	\$ 197,200.00
5012037	HMA, 5EML	Ton	1454	\$ 105.00	\$ 152,670.00
5017031	HMA, 4 inch	Ton	440	\$ 135.00	\$ 59,400.00
5017051	Joint Repairs	LSUM	1	\$ 25,000.00	\$ 25,000.00
8010005	Driveway, Nonreinf Conc, 6 inch	Syd	615	\$ 45.00	\$ 27,675.00
8020023	Curb and Gutter, Conc, Det C4	Ft	8500	\$ 35.00	\$ 297,500.00
8030010	Detectable Warning Surface	Ft	44	\$ 70.00	\$ 3,080.00
8030030	Curb Ramp Opening, Conc	Ft	70	\$ 40.00	\$ 2,800.00
8032002	Curb Ramp, Conc, 6 inch	Sft	486	\$ 10.00	\$ 4,860.00
8100371	Post, Steel, 3 lb	Ft	424	\$ 10.00	\$ 4,240.00
8100402	Sign, Type III, Erect, Salv	Ea	8	\$ 35.00	\$ 280.00
8100403	Sign, Type III, Rem	Ea	20	\$ 25.00	\$ 500.00
8100404	Sign, Type IIIA	Sft	2	\$ 16.00	\$ 32.00
8100405	Sign, Type IIIB	Sft	75	\$ 16.00	\$ 1,200.00
8100425	Sign, Type VB	Sft	8	\$ 22.00	\$ 176.00

8110024	Pavt Mrkg, Ovly Cold Plastic, 6 inch, Crosswalk	Ft	200	\$ 3.00	\$ 600.00
8110045	Pavt Mrkg, Ovly Cold Plastic, 24 inch, Stop Bar	Ft	75	\$ 12.00	\$ 900.00
8120012	Barricade, Type III, High Intensity, Double Sided, Ligh	Ea	10	\$ 5.00	\$ 50.00
8120013	Barricade, Type III, High Intensity, Double Sided, Ligh	Ea	10	\$ 30.00	\$ 300.00
8120170	Minor Traf Devices	LSUM	1	\$ 50,000.00	\$ 50,000.00
8120350	Sign, Type B, Temp, Prismatic, Furn	Sft	65	\$ 25.00	\$ 1,625.00
8120351	Sign, Type B, Temp, Prismatic, Oper	Sft	65	\$ 10.00	\$ 650.00
8127051	Traffic Control	LSUM	1	\$ 50,000.00	\$ 50,000.00
8167011	Turf Establishment, Performance	Syd	10000	\$ 7.50	\$ 75,000.00

**TOTAL CATEGORY 1 = \$ 1,839,673.50**

**CATEGORY 2 NON-PARTICIPATING**

2020002	Tree, Rem, 19 inch to 36 inch	Ea	22	\$ 1,500.00	\$ 33,000.00
2020003	Tree, Rem, 37 inch or Larger	Ea	3	\$ 2,800.00	\$ 8,400.00
2020004	Tree, Rem, 6 inch to 18 inch	Ea	16	\$ 350.00	\$ 5,600.00
2047011	Sidewalk, Rem, Modified	Syd	3168	\$ 10.00	\$ 31,680.00
4020031	Sewer, Cl A, 8 inch, Tr Det B	Ft	200	\$ 70.00	\$ 14,000.00
4020033	Sewer, Cl A, 12 inch, Tr Det B	Ft	1200	\$ 80.00	\$ 96,000.00
4020035	Sewer, Cl A, 18 inch, Tr Det B	Ft	175	\$ 85.00	\$ 14,875.00
4027001	Storm Sewer Repair, __inch	Ft	250	\$ 85.00	\$ 21,250.00
4027050	Sewer Tap, __inch	Ea	10	\$ 1,000.00	\$ 10,000.00
8037010	Sidewalk, Conc, __inch, Modified	Sft	20000	\$ 8.00	\$ 160,000.00
8107010	Sign, Type IIIA, Decorative	Sft	60	\$ 25.00	\$ 1,500.00
8107050	Post, Decorative	Ea	14	\$ 750.00	\$ 10,500.00
8157050	Tree Replacement	Ea	50	\$ 625.00	\$ 31,250.00
8230040	Fire Hydrant	Ea	2	\$ 6,000.00	\$ 12,000.00
8230052	Gate Valve and Box, 8 inch	Ea	2	\$ 3,000.00	\$ 6,000.00
8230091	Hydrant, Rem	Ea	2	\$ 750.00	\$ 1,500.00
8230156	Water Main, DI, 8 inch, Tr Det G	Ft	800	\$ 125.00	\$ 100,000.00
8230391	Gate Box, Adj, Temp, Case 1	Ea	3	\$ 1,450.00	\$ 4,350.00
8237001	Water Main, Abandon with Flowable Fill	Ft	800	\$ 5.00	\$ 4,000.00
8237050	Water Service, Type K Copper, 1 inch long	Ea	16	\$ 4,000.00	\$ 64,000.00
8237050	Water Service, Type K Copper, 1 inch short	Ea	15	\$ 2,000.00	\$ 30,000.00

**TOTAL CATEGORY 2 = \$ 659,905.00**

**TOTAL (CATEGORY 1 + CATEGORY 2) = \$ 2,499,578.50**

City of Swartz Creek  
Winchester Village Rehabilitation Project:  
Cappy Lane & Don Shenk Dr.  
Location Map





**City of Swartz Creek  
2025 Winchester Village Subdivision Improvements:  
Cappy Lane & Don Shenk Drive  
Photographs**



Cappy Lane @ Fairchild Street looking West.



Cappy Lane @ Winshall Drive looking East.



Cappy Lane east of Winshall Drive looking East.



Cappy Lane @ Don Shenk Drive looking East.





Cappy Lane @ Worchester Drive looking East.



Don Shenk Drive @ Cappy Lane looking South.



Don Shenk Drive @ Duval Drive looking Southwest.



Don Shenk Drive @ Duval Drive looking Northeast.





Don Shenk Drive @ southerly bend looking Northeast.



Don Shenk Drive @ Durwood Drive looking East.

**MICHIGAN ECONOMIC DEVELOPMENT CORPORATION  
GRANT WITH  
CITY OF SWARTZ CREEK**

The Michigan Economic Development Corporation (the “MEDC”) enters into a binding agreement (the “Agreement”) with City of Swartz Creek (the “Grantee” or the “Municipality”). As used in this Agreement, the MEDC and Grantee are sometimes individually referred to as a “Party” and collectively as “Parties.”

**Grantee:** City of Swartz Creek  
8083 Civic Drive  
Swartz Creek, Michigan 48473

**I. NATURE OF SERVICES.** The purpose of this Agreement is to provide funding to the Grantee to hire services to create a wayfinding signage plan for the Municipality (the “Grant Activities”).

**II. PERFORMANCE SCHEDULE.**

Starting Date: May 1, 2024

Ending Date: July 31, 2025

The term of this Agreement (the “Term”) shall commence on the Starting Date and shall continue until the occurrence of an event described in Section VIII of this Agreement.

**III. PAYMENT SCHEDULE INFORMATION.**

**A.** The MEDC agrees to pay the Grantee a sum not to exceed Twenty Thousand Dollars (\$20,000) (the “Grant”), according to the following schedule:

(i) 50% of the Grant paid upon completion and approval of Milestone One.

(ii) 50% of the Grant paid upon completion and approval of Milestone Two.

**B.** Payment under this Agreement shall be made by the MEDC to Grantee upon receipt and approval by the Grant Administrator, as identified in Section IV, of documentation evidencing the completion and achievement of each of the Milestones (the “Supporting Documentation”) to the satisfaction of the Grant Administrator. The Grant Administrator shall provide the Grantee with appropriate submission instructions of the Supporting Documentation.

**C.** MEDC requires that payments under this Agreement be processed by electronic funds transfer (EFT). Grantee is required to register to receive

payments by EFT at the State Integrated Governmental Management Applications (SIGMA) Vendor Self Service (VSS) website ([www.michigan.gov/VSSLogin](http://www.michigan.gov/VSSLogin)).

- D. The Grantee agrees that all funds are to be spent as specified in this Agreement. This Agreement does not commit the MEDC to approve requests for additional funds during or beyond this Grant period.

- IV. **MEDC GRANT ADMINISTRATOR.** The Grantee must communicate with the MEDC representative named below or his or her designee regarding this Agreement. The Grant Administrator may be changed, at any time, at the discretion of the MEDC.

Michelle Parkkonen (the “Grant Administrator”)  
Michigan Economic Development Corporation  
300 North Washington Square  
Lansing, Michigan 48913  
[parkkonenm@michigan.org](mailto:parkkonenm@michigan.org)

- V. **GRANTEE DUTIES.** The Grantee agrees to undertake, perform, and complete the following during the Term, to the satisfaction of the Grant Administrator:

A. **Milestone One:**

- i. Provide a fully executed copy of a contract between the Municipality and Guide Studio (the “Consultant”) to have the following services performed for the Municipality:
  1. Create a wayfinding signage plan in a manner consistent with the MEDC’s Redevelopment Ready Communities (“RRC”) Best Practices; and
  2. Facilitate formal adoption of the wayfinding signage plan.
- ii. Schedule a formal kick-off meeting with the MEDC, the Consultant, and key officials at the Municipality.

- B. **Milestone Two:** Provide a full draft of the wayfinding signage plan to the Grant Administrator and obtain formal adoption by the Municipality’s governing body of the wayfinding signage plan.

- C. Apply all Grant funds towards paying the Consultant for its services described in Section V(A).

- D. Ensure the MEDC is invited to all key meetings throughout the project.

- E. Within 15 days of the Ending Date, provide the MEDC with written feedback summarizing feedback to the MEDC on the Grant funding process and the experience working with the Consultant.

**VI. RELATIONSHIP OF THE PARTIES.**

- A.** Due to the nature of the services described herein and the need for specialized skill and knowledge of Grantee, the MEDC is entering into this Agreement with Grantee. As a result, neither Grantee nor any of its employees or agents is or shall become an employee of the MEDC due to this Agreement.
- B.** Grantee will provide the services and achieve the results specified in this Agreement free from the direction or control of the MEDC as to means and methods of performance.
- C.** The MEDC is not responsible for any insurance or other fringe benefits, including, but not limited to, Social Security, Worker's Compensation, income tax withholdings, retirement or leave benefits, for Grantee or its employees. Grantee assumes full responsibility for the provision of all such insurance coverage and fringe benefits for its employees.
- D.** All tools, supplies, materials, equipment and office space necessary to carry out the services described in this Agreement are the sole responsibility of Grantee unless otherwise specified herein.
- E.** Grantee shall retain all control of its employees and staffing decisions independent of the direction and control of the MEDC.

**VII. ACCESS TO RECORDS.** During the Term, and for Seven years after the Ending Date, the Grantee shall maintain reasonable records, including evidence that the services actually were performed and the identity of all individuals paid for such services, and shall allow access to those records by the MEDC or their authorized representative at any time during this period.

**VIII. TERMINATION.** This Agreement shall terminate upon the earlier of the following:

- A.** The Ending Date.
- B.** Termination by the MEDC, by giving thirty calendar days prior written notice to the Grantee. In the event that the Legislature of the State of Michigan (the "State"), the State Government, or any State official, commission, authority, body, or employee or the federal government (a) takes any legislative or administrative action which fails to provide, terminates or reduces the funding necessary for this Agreement, or (b) takes any legislative or administrative action, which is unrelated to the source of funding for the Grant, but which affects the MEDC's ability to fund and administer this Agreement and other MEDC programs, provided, however, that in the event such action results in an immediate absence or termination of funding, cancellation may be made effective immediately upon delivery of notice to the Grantee.

- C. Termination by the MEDC pursuant to Section XIX of this Agreement.
- IX. **MEDC EMPLOYEES.** The Grantee will not hire any employee of the MEDC to perform any services covered by this agreement without prior written approval from the Chief Executive Officer of the MEDC.
- X. **CONFIDENTIAL INFORMATION.** Except as required by law, the Grantee shall not disclose any information, including targeted business lists, economic development analyses, computer programs, databases and all materials furnished to the Grantee by the MEDC without the prior written consent of the MEDC. All information described in this Section shall be considered “Confidential Information” under this Agreement. Confidential Information does not include: (a) information that is already in the possession of, or is independently developed by, Grantee; (b) becomes publicly available other than through breach of this Agreement; (c) is received by Grantee from a third party with authorization to make such disclosures; or (d) is released with MEDC’s written consent.
- XI. **PUBLICATIONS.** Except for Confidential Information, the MEDC hereby agrees that researchers funded with the Grant shall be permitted to present at symposia, national, or regional professional meetings, and to publish in journals, theses or dissertations, or otherwise of their own choosing, the methods and results of their research. Grantee shall at its sole discretion and at its sole cost and expense, prior to publication, seek intellectual property protection for any Inventions (as described in Section XIII) if commercially warranted. Grantee shall submit to the MEDC a listing of articles that Grantee has submitted for publication resulting from work performed hereunder in its quarterly report to the MEDC. Grantee shall acknowledge the financial support received from the MEDC, as appropriate, in any such publication.
- XII. **INTELLECTUAL PROPERTY RIGHTS.** Grantee shall retain ownership to the entire right, title, and interest in any new inventions, improvements, or discoveries developed or produced under this Grant, including, but not limited to, concepts know-how, software, materials, methods, and devices (“Inventions”) and shall have the right to enter into license agreements with industry covering Inventions.
- XIII. **CONFLICT OF INTEREST.** Except as has been disclosed to the MEDC, Grantee affirms that neither the Grantee, nor its Affiliates or their employees has, shall have, or shall acquire any contractual, financial business or other interest, direct or indirect, that would conflict in any manner with Grantee’s performance of its obligations under this Agreement or otherwise create the appearance of impropriety with respect to this Agreement.

Grantee further affirms that neither Grantee nor any affiliates or their employees has accepted or shall accept anything of value based on an understanding that the actions of the Grantee or its affiliates or either’s employees on behalf of the MEDC

would be influenced. Grantee shall not attempt to influence any MEDC employee by the direct or indirect offer of anything of value. Grantee also affirms that neither Grantee, nor its Affiliates or their employees has paid or agreed to pay any person, other than bona fide employees and consultants working solely for Grantee or its Affiliate, any fee, commission, percentage, brokerage fee, gift or any other consideration contingent upon or resulting from the execution of this Agreement.

In the event of change in either the interests or services under this Agreement, Grantee will inform the MEDC regarding possible conflicts of interest which may arise as a result of such change. Grantee agrees that conflicts of interest shall be resolved to the MEDC's satisfaction or the MEDC may terminate this Agreement. As used in this Paragraph, "conflict of interest" shall include, but not be limited to, conflicts of interest that are defined under the laws of the State of Michigan.

**XIV. INDEMNIFICATION AND GRANTEE LIABILITY INSURANCE.** To the extent permitted by law, the Grantee shall indemnify, defend and hold harmless the MEDC, its corporate board of directors, executive committee members including its participants, its officers, agents, and employees (the "Indemnified Persons") from any damages that it may sustain through the negligence of the Grantee pertaining to the performance of this Agreement.

The Grantee shall maintain such insurance to protect the Indemnified Persons from claims that might arise out of or as a result of the Grantee's operations; however, Grantee's indemnification obligation shall not be limited to the limits of liability imposed under the Grantee's insurance policies. The Grantee will provide and maintain its own general liability, property damage, and workers compensation insurance. The insurance shall be written for not less than any limits of liability required by law for the Grantee's obligation for indemnification under this Agreement.

**XV. TOTAL AGREEMENT.** This Agreement is the entire agreement between the Parties superseding any prior or concurrent agreements as to the services being provided, and no oral or written terms or conditions which are not contained in this Agreement shall be binding.

**XVI. ASSIGNMENT/TRANSFER/SUBCONTRACTING.** Except as contemplated by this Agreement, the Grantee shall not assign, transfer, convey, subcontract, or otherwise dispose of any duties or rights under this Agreement without the prior specific written consent of the MEDC. Any future successors of the Grantee will be bound by the provisions of this Agreement unless the MEDC otherwise agrees in a specific written consent. The MEDC reserves the right to approve subcontractors for this Agreement and to require the Grantee to replace subcontractors who are found to be unacceptable.

**XVII. COMPLIANCE WITH LAWS.** The Grantee is not and will not during the Term be in violation of any laws, ordinances, regulations, rules, orders, judgments, decrees

or other requirements imposed by any governmental authority to which it is subject, and will not fail to obtain any licenses, permits or other governmental authorizations necessary to carry out its duties under this Agreement.

**XVIII. DEFAULT.** The occurrence of any one or more of the following events or conditions shall constitute an “Event of Default” under this Agreement, unless a written waiver of the Event of Default is signed by the MEDC: (a) any representation, covenant, certification or warranty made by the Grantee shall prove incorrect at the time that such representation, covenant, certification or warranty was made in any material respect; (b) the Grantee’s failure generally to pay debts as they mature, or the appointment of a receiver or custodian over a material portion of the Grantee’s assets, which receiver or custodian is not discharged within Sixty calendar days of such appointment; (c) any voluntary bankruptcy or insolvency proceedings are commenced by the Grantee; (d) any involuntary bankruptcy or insolvency proceedings are commenced against the Grantee, which proceedings are not set aside within Sixty calendar days from the date of institution thereof; (e) any writ of attachment, garnishment, execution, tax lien, or similar writ is issued against any property of the Grantee, which is not removed within Sixty calendar days. (f) the Grantee’s failure to comply with the reporting requirements hereof; (g) the Grantee’s failure to comply with any obligations or duties contained herein; (h) Grantee’s use of the Grant funds for any purpose not contemplated under this Agreement.

**XIX. AVAILABLE REMEDIES.** Upon the occurrence of any one or more of the Events of Default, the MEDC may terminate this Agreement immediately upon notice to the Grantee. The termination of this Agreement is not intended to be the sole and exclusive remedy in case any Event of Default shall occur and each remedy shall be cumulative and in addition to every other provision or remedy given herein or now or hereafter existing at law or equity.

**XX. REIMBURSEMENT.** If this Grant is terminated as a result of Section XVIII(h) hereof, the MEDC shall have no further obligation to make a Grant disbursement to the Grantee. The Grantee shall reimburse the MEDC for disbursements of the Grant determined to have been expended for purposes other than as set forth herein as well as any Grant funds, which were previously disbursed but not yet expended by the Grantee.

**XXI. NOTICES.** Any notice, approval, request, authorization, direction or other communication under this Agreement shall be given in writing and shall be deemed to have been delivered and given for all purposes: (a) on the delivery date if delivered by electronic mail or by confirmed facsimile; (b) on the delivery date if delivered personally to the Party to whom the same is directed; (c) One business day after deposit with a commercial overnight carrier, with written verification of receipt; or (d) Three business days after the mailing date, whether or not actually received, if sent by U.S. mail, return receipt requested, postage and charges prepaid, or any other means of rapid mail delivery for which a receipt is available.

The notice address for the Parties shall be the address as set forth in this Agreement, with the other relevant notice information, including the recipient for notice and, as applicable, such recipient's fax number or e-mail address, to be as reasonably identified by notifying Party. The MEDC and Grantee may, by notice given hereunder, designate any further or different addresses to which subsequent notices shall be sent.

**XXII. AMENDMENT.** This Agreement may not be modified or amended except pursuant to a written instrument signed by the Parties.

**XXIII. GOVERNING LAW.** This Agreement is made and entered into in the State of Michigan and shall in all respects be interpreted, enforced and governed under the laws of the State of Michigan without regard to the doctrines of conflict of laws. The terms of this provision shall survive the termination or cancellation of the Agreement.

**XXIV. COUNTERPARTS AND COPIES.** The Parties hereby agree that the faxed signatures of the Parties to this Agreement shall be as binding and enforceable as original signatures; and that this Agreement may be executed in multiple counterparts with the counterparts together being deemed to constitute the complete agreement of the Parties. Copies (whether photostatic, facsimile or otherwise) of this Agreement may be made and relied upon to the same extent as though such copy was an original.

**XXV. JURISDICTION.** In connection with any dispute between the Parties under this Agreement, the Parties hereby irrevocably submit to jurisdiction and venue of the Michigan circuit courts of the State of Michigan located in Ingham County. Each Party hereby waives and agrees not to assert, by way of motion as a defense or otherwise in any such action any claim (a) that it is not subject to the jurisdiction of such court, (b) that the action is brought in an inconvenient forum, (c) that the venue of the suit, action or other proceeding is improper or (d) that this Agreement or the subject matter of this Agreement may not be enforced in or by such court.

**XXVI. SEVERABILITY.** All of the clauses of this Agreement are distinct and severable and, if any clause shall be deemed illegal, void or unenforceable, it shall not affect the validity, legality or enforceability of any other clause or provision of this Agreement. To the extent possible, the illegal, void or unenforceable provision shall be revised to the extent required to render the Agreement enforceable and valid, and to the fullest extent possible, the rights and responsibilities of the Parties shall be interpreted and enforced to preserve the Agreement and the intent of the Parties. Provided, if application of this section should materially and adversely alter or affect a Party's rights or obligations under this Agreement, the Parties agree to negotiate in good faith to develop a structure that is as nearly the same structure as the original Agreement (as may be amended from time to time) without regard to such invalidity, illegality or unenforceability.



**XXVII. PUBLICITY.** At the request and expense of the MEDC, the Grantee will cooperate with the MEDC to promote the Grant Activities through one or more of the placement of a sign, plaque, media coverage or other public presentation at the project or other location acceptable to the Parties.

**XXVIII. SURVIVAL.** The terms and conditions of sections VII, VIII, XI, XV, XVII, XXIV, XXVI and XXVII shall survive termination of this Agreement.

*(remainder of page intentionally left blank)*

The signatories below warrant that they are empowered to enter into this Agreement.

**GRANTEE ACCEPTANCE:** City of Swartz Creek

Dated: \_\_\_\_\_

\_\_\_\_\_  
Adam Zettel  
City Manager

**MEDC ACCEPTANCE:** Michigan Economic Development Corporation

Dated: \_\_\_\_\_

\_\_\_\_\_  
Linda Ascianto  
Chief General Counsel



STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
LANSING

GRETCHEN WHITMER  
GOVERNOR

RACHAEL EUBANKS  
STATE TREASURER

**Bulletin No. 21 of 2023**  
**December 19, 2023**  
**July and December Boards of Review**

**TO:** Assessing Officers and Equalization Directors

**FROM:** Michigan State Tax Commission

**SUBJECT:** July and December Boards of Review

**Bulletin 13 of 2022 is rescinded.**

This Bulletin is intended to provide an overview of key information related to July and December Boards of Review. Additional information regarding Board of Review authority can be found in the [State Tax Commission Board of Review Q&A](#).

**JULY AND DECEMBER BOARDS OF REVIEW MEETINGS**

The July Board of Review meets on the Tuesday following the third Monday in July. An alternative start date may be approved by resolution of the assessment jurisdiction's governing body but the alternate date must be during the same week.

The December Board of Review meets on the Tuesday following the second Monday in December. An alternative start date may be approved by resolution of the assessment jurisdiction's governing body, but it has to be the alternative date must be during this the same week.

Hours for meetings held in July and December may be established by the Boards of Review.

There are no specific notice requirements for the July and December Boards, but public bodies must always post meeting notices in accordance with the Open Meetings Act.

The Boards of Review cannot go into a closed session and meet privately to discuss poverty exemption appeals, disabled veteran's exemptions, or any other appeal. Information contained in documents provided to Boards of Review that is exempt should be redacted before being provided to the Board.

## **JULY AND DECEMBER BOARDS OF REVIEW ACTIONS AND DECISIONS**

Form 4031, *July/December Board of Review Affidavit*, is required by law to be used for any actions of the July and December Board of Review.

Form 3128 (L-4035a) must be completed by the Board of Review and made a part of the Board of Review records whenever a change is made to an individual parcel of property which causes a change in Taxable Value.

MCL 211.53b states that for the July and December meetings

The board of review shall file an affidavit within 30 days relative to the qualified error with the proper officials and all affected official records shall be corrected. If the qualified error results in an overpayment or underpayment, the rebate, including any interest paid, shall be made to the taxpayer or the taxpayer shall be notified and payment made within 30 days of the notice. A rebate shall be without interest.

If the other changes authorized by statute are made by the July and December meetings of the Board of Review, the taxpayer shall be notified of the change in writing, in the manner prescribed by the statute that authorizes the change.

## **AUTHORITY OF THE JULY AND DECEMBER BOARDS OF REVIEW**

The July and December Boards of Review have different authorities than the March Board of Review. The authority for July and December Board of Review action is stated in MCL 211.53b. The July and December Board of Review can take action regarding qualified errors verified by the assessor (MCL 211.53b(1), (8)). The July and December Board of Review can also take action under MCL 211.53b regarding a poverty exemption for the current year under MCL 211.7u; a qualified agricultural property exemption under MCL 211.ee for the current year, which has been denied by the assessor; a qualified agricultural property exemption under MCL 211.ee that was not on the assessment roll for the current year and one prior year; or a qualified forest property exemption under MCL 211.7jj[1] that was not on the assessment roll for the current year and one prior year.

In addition, other statutes, such as MCL 211.7b related to the disabled veteran's exemption, and MCL 211.7ss related to the eligible development property exemption, provide authority for the July and December Board of Review to take action.

### **Poverty Exemption**

Poverty exemption applications can be heard at the March, July, or December Board of Review (this applies to a current year exemption, not an exemption for the immediate preceding year which can only be heard by the July and December Board of Review as a qualified error). However, once a poverty exemption is considered by a Board of Review, it may not be reconsidered by a later Board of Review in the same year. For example, if a poverty exemption is denied at the July Board of Review, it may not be

reconsidered at the December Board of Review, even if new information is presented. The Board of Review is required to follow the policy and guidelines adopted by the governing body of the local unit. The Board of Review **cannot** deviate from these adopted policies and guidelines.

PA 191 of 2023 amends both MCL 211.7u and MCL 211.53b to allow the July and December Board of Review to grant a poverty exemption, as a qualified error, for the immediately preceding year on the principal residence of a person who establishes eligibility as required by Section 7u if an exemption was not on the assessment roll and was not previously denied.

See [Bulletin 22 of 2023](#) for more information on the poverty exemption.

### **Qualified Agricultural Exemption**

The July and December Boards of Review may review a denial by the Assessor of a Qualified Agricultural Property Exemption, pursuant to MCL 211.7ee(6), for the current year if the exemption was not in existence for the previous year (the Board of Review may review the denial of a new application for property which is claimed to qualify by May 1 of the current year). The appeal must be filed at the July meeting unless the school does not make a summer levy or the Board of Review does not meet in July. This authority only applies to new exemptions and if the assessor denies the continuation of a previously existing exemption, the July and/or December Board of Review does not have jurisdiction.

Under MCL 211.7ee(6), if property met the requirements to be Qualified Agricultural Property on or before May 1 of the year or years for which the exemption is claimed, and there has not been a previous denial of the exemption for that immediately preceding year, the owner may file an appeal to the July or December Board of Review of the current year requesting that the Qualified Agricultural Exemption be granted for the immediately preceding year and/or for the current year.

See the [State Tax Commission Qualified Agricultural Property Exemption Guidelines](#) for more information.

### **Qualified Forest Exemption**

The July and December Boards of Review may correct the omission of a Qualified Forest Exemption that was approved by the Department of Agriculture and Rural Development but was mistakenly omitted from the roll, for the current year and the immediately preceding year.

### **Disabled Veteran's Exemption**

Public Acts 150, 151, and 152 of 2023 were signed by the Governor on October 19, 2023. The Acts remove the authority of the Boards of Review to review and approve disabled veterans exemptions. All applications for a disabled veterans exemption are to be reviewed and approved or denied by the assessor.

Public Act 152 amends MCL 211.53b to allow the July or December Board of Review to consider a denial by a Board of Review in 2023 of an exemption claimed by the unremarried surviving spouse for the 2023 tax year only. This means that the 2023 December Board of Review and 2024 July and December Boards of Review can hear claims for a 2023 disabled veterans exemption if the unremarried surviving spouse requested an exemption at a 2023 Board of Review and was denied.

More information on the Disabled Veterans Exemption can be found on the State Tax Commission website under the Disabled Veterans Exemption Section.

### **Eligible Development Property Exemption**

The July and December Boards of Review may review a denial by the Assessor of an Eligible Development Property Exemption for the current year only. An owner may file an appeal with the July Board of Review for summer taxes or, if there is not a summer levy of school operating taxes, with the December Board of Review.

See the [State Tax Commission Bulletin 24 of 2013](#) for more information.

### **Qualified Errors**

The July and December Boards of Review may correct Qualified Errors for the current year plus the immediately preceding year that have been previously verified by the Assessor. Qualified errors are defined in MCL 211.53b(6) as:

- a) A clerical error relative to the correct assessment figures, the rate of taxation, or the mathematical computation relating to the assessing of taxes.
- b) A mutual mistake of fact.
- c) An adjustment under section 27a(4) (taxable value) or an exemption under section 7hh(3)(b) (qualified start-up business exemption). Note: a correction under 27a(4) can be made for the current year and up to three preceding years.
- d) An error of measurement or calculation of the physical dimensions or components of the real property being assessed.
- e) An error of omission or inclusion of a part of the real property being assessed.
- f) An error regarding the correct taxable status of the real property being assessed.
- g) An error made by the taxpayer in preparing the statement of assessable personal property under section 19.
- h) An error made in the denial of a claim of exemption for personal property under section 9o.

- i) Any of the following errors regarding the disabled veteran's exemption in MCL 211.7b:
  - 1) An error made by the local tax collecting unit in the processing of a timely filed exemption affidavit.
  - 2) A delay in the determination by the United States Department of Veterans Affairs that a veteran is permanently and totally disabled as a result of military service and entitled to veterans' benefits at the 100% rate.
  - 3) **For tax year 2023 only**, a denial by the Board of Review of an exemption claimed by the unremarried surviving spouse.
  
- j) An exemption under section 7u(10), for the immediately preceding tax year only, if the exemption was not on the assessment roll and was not denied for that tax year. A claim for exemption must be filed with the board of review on a form prescribed by the state tax commission and provided by the local assessing unit, accompanied by supporting documentation establishing eligibility for the exemption for that immediately preceding tax year under the criteria in section 7u(2) and any other supporting documentation as may be required by the state tax commission.

More information on Qualified Errors can be found in Bulletin 14 of 2022 available on the [State Tax Commission website](#).

### **No Authority**

The July and December Boards of Review **do not** have authority over the following:

- The July and December Boards of Review cannot reconsider any matter which was previously decided by a Board of Review.
- A denial by the assessor, an auditing county, or the Department of Treasury of a Principal Residence Exemption.
- A denial by the assessor of the continuation for the current year of a Qualified Agricultural Property Exemption where the exemption was in existence for the previous year.
- The July and December Boards of Review cannot review the classification determinations made by the assessor and/or by the March Board of Review.
- The July and December Boards of Review cannot consider changes in valuation (true cash value) which are not the result of the correction of a qualified error.
- The July and December Boards of Review cannot recap a Taxable Value where a purchaser of Qualified Agricultural Property files a late Affidavit (after the close of the March Board of Review in the year of the transfer).

- The July and December Boards of Review cannot approve an Eligible Manufacturing Personal Property Exemption, a Small Business Taxpayer Exemption, or a Qualified Heavy Equipment Rental Personal Property Exemption.
- The March, July and December Boards of Review may not consider any aspect of a delayed uncapping of Taxable Value.
- The July and December Boards of Review cannot approve a Poverty Exemption for any year prior to the current year, unless presented as a Qualified Error for the immediately preceding tax year only and the exemption was not on the assessment roll and was not denied for that tax year.
- The July and December Boards of Review cannot review a denial by the Department of Agriculture and Rural Development of a Qualified Forest Exemption.





FALLEN



Please join the City of Flushing  
for a significant moment as we unveil the  
**Genesee County Fallen Police  
and Fire Fighters Memorial Wall.**

This solemn occasion pays tribute to the  
brave men, women and K9's who made  
the ultimate sacrifice in service to our community.

**City of Flushing Cemetery**

750 Coutant Street

**Tuesday, June 4, 2024**

**11:00 a.m.**

Your presence honors the memory and sacrifice  
of those who served and protected our community.  
Together, let us commemorate their courage and dedication.

All gave some, but some gave all.

- *Howard William Osterkamp*

## **Police Officers:**

Captain Collin Birnie - Flint - February 4, 2022  
Patrolman David Williams - Flint - February 24, 2009  
Patrolman Owen Fisher - Flint July 16, 2005  
Patrolman Leslie Keely - Flint - September 24, 1999  
Patrolman Terry Thompson - Burton - July 5, 1983  
Patrolman Russell Herrick - Burton - May 8, 1980  
Trooper Norman Killough - Michigan State Police - October 7, 1978  
Deputy Ben Walker - Genesee County Sheriff's Department - April 6, 1971  
Detective Alton Fritcher - Flint - January 5, 1969  
Trooper Albert Souden - Michigan State Police - September 3, 1959  
Trooper Burt Pozza - Michigan State Police - November 19, 1956  
Trooper George Lappi - Michigan State Police - November 19, 1956  
Patrolman Karl Liebengood - Burton - January 11, 1955  
Detective James McCullough - Flint - February 28, 1952  
Patrolman Neil Krantz - Flint - April 25, 1951  
Deputy James Cranston - Genesee County Sheriff's Department - July 26, 1945  
Patrolman Gerald Leach - Flint - September 21, 1940  
Patrolman John Wopinski - Flint - August 9, 1932  
Detective Matthew Hauer - Flint - April 18, 1924  
Patrolman Avery Hudson - Flint - June 28, 1923  
Detective Sergeant Caleb Smith - Flint - October 27, 1921

## **K9**

Rocky - Genesee County Sheriff's Department - October 2, 2018  
Midnight - Flint - 1997 - 2000  
Ailo - Michigan State Police - October 15, 1998  
Symmon - Mt. Morris Township - June 6, 1995  
Gillette - Burton - May 16, 1990  
Romel - Genesee County Sheriff's Department - April 21, 1986  
Charlie - Genesee County Sheriff's Department - 1980  
Major - Genesee County Sheriff's Department - July 11, 1976

## **Firefighters:**

Engineer Ricky Hill, Jr. - Flint - February 25, 2023  
Lieutenant John Voorhees - Flint - December 2, 2000  
Chief Engineer Christopher Hilden - Swartz Creek - November 5- 1989  
Firefighter Bradford Lennon - Flint - April 18, 1985  
Firefighter Roger Campbell - Flint - March 28, 1980  
Firefighter Matthew Young - Flint - March 28, 1980  
Captain James Whitten - Flint - December 16, 1976  
Firefighter Robert Doll - Flint - March 16, 1973  
Chief Edward Pavlica - Swartz Creek - May 6, 1971  
Firefighter Orval Mullholand - Flint - April 9, 1945  
Firefighter Delbert Eckley - Flint - April 7, 1923  
Lieutenant Fred Austin - Flint - May 25, 1906  
Chief William Fenton - Flint - May 11, 1871



# THE MUNICIPAL

The Premier Magazine For America's Municipalities

June 2024

## Water & Energy



**INSIDE:**



**RapidView  
IBAK North America**



**Boise's innovative water  
and energy programs**



**Flagstaff honored for  
water conservation**

PRSRST STD  
U.S. POSTAGE  
PAID  
Bolingbrook, IL  
Permit No. 1939

City Council Packet

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# Wright reflects on career in public services

By LAUREN CAGGIANO | The Municipal

**Consistency is a theme in Dave Wright’s life. The public servant has faithfully worked for the city of Swartz Creek, Mich., for more than 50 years.**

*ABOVE: Dave Wright has enjoyed the diverse experiences his career in municipal government has afforded him. (Photo provided by Swartz Creek)*

Wright, who joined the city payroll shortly after high school, is the go-to person in the municipality’s department of public services. Over the years, his role has evolved, encompassing a diverse array of responsibilities. This fall, he’ll celebrate 55 years on the city’s roster. It’s a career path that brings new challenges and learning experiences each day.

“We take care of the streets, sewer and water,” he said. “We (maintain) parks, and we take care of city buildings. On any one day, we might do 12 to 15 different jobs. When you don’t do the same thing every day, it doesn’t get boring that way.”

Other services include waste management, brush chipping, snow removal, water meter reading and beautification.

Reflecting on his career path, Wright said he feels fortunate to have found his niche — and career stability — at such a young age. His

work with the city has allowed him to develop professionally on the job while supporting a young and growing family.

“I didn’t enjoy working inside, so this is all pretty much outside work,” he said. “I had to work my way up, starting from General Motors, to eventually joining the city workforce.”

Naturally, he’s seen a great deal of changes in his tenure since 1969. For one, he’s borne witness to the lifecycle of the city’s infrastructure. He recalls a time when some of the water mains were new. Now, the city is investing in updating key elements of the systems.

“Because the water mains are over 50 or 60 years old, they’re replacing all of those right now out there and redoing the streets,” he said. “They’re putting new curbs and gutters out there. So, we’re getting less and less patching all the time.”

The passage of time has also meant changes in leadership. Wright said he’s worked under five managers, including his current one. He





Swartz Creek, Mich.'s, Dave Wright has tended to the city's infrastructure for more than 50 years. (Photo provided by Swartz Creek)

also recalls the people who've shaped his career path. At the time, as a young man, the men in the department took him under their wing. As a result, Wright said he learned a great deal about plumbing and electrical work.

Now, he's the elder on staff, and he's paying it forward.

"I have two newer comrades," he said. "I hope I've taught them something. We have a (female colleague) who actually could outwork a lot of men. Her name is Rebecca, and she's the crew leader now."

Speaking of physical stamina, he acknowledges the physical demands of the work. Winter in Michigan, for instance, can be brutal due to frigid temperatures. However, his crew has to respond to pressing needs, rain or shine.

"The cold gets to you," he said. "It may be 20-below-zero weather, but you have to go underground and fix a broken water main. It's not fun."

With factors like the physical environment adding to the demands, Wright acknowledges this is a young man's job. However, so far, he's had a great run in that area. He notes that he's never had to take a leave of absence because of sickness or injury. He recently had a physical and was happy to report he's in good health. What's more, he's never been laid off or had to go without a paycheck.

In retrospect, Wright acknowledges a key person in his life for making his professional achievements a reality. "I have to give my wife a lot of credit," he said. "There's been so many times when the boys were little that she'd be ready to go visit somebody and we'd get a call that a water main broke and I had to go to work."

Speaking of water, Wright offers some practical advice for the next generation of public services colleagues. It relates to expanding skill set to serve the needs of the community.

"There's so much testing on the water, especially after that crisis down the street from us, in Flint," he said. "So, I'd highly recommend a young (person) to study and get a water license. Here in town, they pay an extra \$6,000 a year once you get your license." **M**



## IMPLEMENTS TO FIT YOUR LIFESTYLE

Whether you are sourcing reliable products to maintain the city commons, or buying quality implements to seed the sports fields, Land Pride offers a complete line of labor-saving tractor-mounted implements to tackle your chores and to fit your lifestyle.



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June 10, 2024